

HOW TO WRITE A PERSONAL STATEMENT

STUDENT GUIDE (KS4)

The personal statement is an important part of your UCAS application. It's your chance to describe your ambitions, skills, and experience to university and college admissions staff. This guide will provide you with top tips on how to write an undergraduate personal statement.

WHAT IS A PERSONAL STATEMENT?

A personal statement supports your application to study at a university or college. It's a chance for you to articulate why you'd like to study a particular course or subject, and what skills and experience you possess that show your passion for your chosen field.

WHAT DO YOU WRITE ABOUT? YOU!

The purpose of your personal statement is to tell admissions staff why you're suitable to study at their university or college.

It's important to remember you can only write one personal statement – it's the same for each course you apply for. So, avoid mentioning any universities or colleges by name and keep it generic where necessary.

If you've chosen similar subjects, talk about the subject in general, and try not to mention courses titles. If you've chosen a variety of subjects, just write about common themes, like problem solving or creativity.

HERE ARE SOME IDEAS TO HELP YOU GET STARTED:

- Look at course descriptions and identify the qualities, skills, and experience it requires – you can use these to help you decide what to write about.
- Tell the reader why you're applying – include your ambitions, as well as what interests you about the subject, the course provider, and higher education.
- Think about what makes you suitable – this could be relevant experience, skills, or achievements you've gained from education, work, or other activities.
- Include any clubs or societies you belong to or have been a part of in the past.
- Mention any relevant employment experience or volunteering you've done.
- If you've developed skills through Duke of Edinburgh, ASDAN, National Citizen Service, the Crest Awards scheme, or young enterprise, tell them.



PERSONAL CIRCUMSTANCES

Sometimes things happen that personally effect people and as a result, have an impact on their circumstances, if you have a personal circumstance that has affected your educational performance, make sure you highlight this in your personal statement. Personal circumstances could include:

- Missing school due to physical or mental conditions or caring for a family member.
- Change in qualification choices. For example, a change of school which did not offer the same options, or having gained non-different qualifications, skills and experience to many other people (e.g. through the Armed Forces).
- Financial hardship (e.g. received a bursary to cover the costs of your education).

You will not be penalised for personal circumstances that have affected you, but it is important to be transparent and honest in your personal statement.

TASK

Now you know what a personal statement is and what it should include, why not use the space below and have a go at creating your own.

TOP TIP

Before you start, watch the video provided by UCAS to gain an initial understanding of how to plan, start, structure and end your **personal statement**.

