

9b. Getting started with your **personal statement**

This worksheet is designed to help you get together all the information you could include in your personal statement. You can then use this as a starting point for your first draft.

Course choice

Remember, as a rough guide, use half the personal statement to write about your chosen course. Some competitive universities or courses may require a larger proportion of the personal statement about the chosen course.

Why have you chosen the course?

What interests you about this subject area?

What specific topics do you enjoy and why?

What other experience or research have you undertaken beyond your course curriculum (ie further reading, conferences, visits)?

Career path

Do you know what career path you want to follow? Give details.

How does the course tie in with your chosen career?

Personal achievements and responsibilities

Add any details where relevant, which you could include in your statement.

- Have you been a prefect? _____

- Have you been a member of your school council? _____

- Are you involved in peer counselling or mentoring? _____

- Have you completed the Duke of Edinburgh Award? _____

- Have you helped to organise any events, for example a fundraising event? _____

- Have you taken part in school/college assemblies or helped with open days? _____

- Have you had to overcome any problems or difficulties and how did you resolve them or cope with this? _____

Extra-curricular activities

Add any details where relevant, which you could include in your statement.

- Do you play a musical instrument? _____

- Are you a member of a choir, an orchestra or a band? _____

- Do you play any sports? _____

- Have you represented your school/college or other organisation in a sport? _____

- Have you represented your school/college in any other way? _____

- Have you been involved with any dramatic productions? _____

- Are you involved in any charity or volunteer work? _____

- Do you have any other hobbies? _____

Have you been on any relevant visits, for example to art galleries for art courses or hospitals for nursing? _____

Anything else? _____

Your skills

It is a good idea to mention any skills that you have gained through your **work experience or extra-curricular activities** and give examples of when you have used them. Your work experience or hobbies may not always seem to be directly relevant at first, but you will have used and developed important skills that will be valued by universities. You should mention skills that are related to the course, in addition to more general skills.

Use the section below to note the skills you have and examples of where you have used them. To help start you off, an example is provided.

Skill	Example(s)
Communication skills	<i>Dealing with customers face to face and over the phone when working weekends at Marks and Spencer.</i> _____ _____ _____
Organisational skills	_____ _____
Working as part of a team	_____ _____
Leadership skills	_____ _____
Using Information Technology	_____ _____
Creativity	_____ _____
Problem-solving	_____ _____
Communicating in another language	_____ _____
Negotiation skills	_____ _____
Anything else?	_____
Consider specific skills relevant to your course	_____