

Personal Statement

Celebrating your achievements



Why a Personal Statement?

Most college and apprenticeship application forms ask for a personal statement.

This gives you the chance to tell the college about your skills, strengths and achievements and why you want to do the course.

This is your chance to make a good impression on the college or employer and make yourself stand out from the other applications.

Getting Started

Introduction

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- **Good**
- “I am applying for this course because...”
- *Explain why you have chosen this course. This could include details of your career goals.*
- **Better – also add**
- “I am interested in this course/ programme of study because...”
 - *Show an understanding of the course and what it involves and how you have researched this such as attending the open day*
- **Great – also add**
- “I am particularly interested in this college because...”
- *Reflect on what the college in particular has to offer and why you would like to attend. This could be the college ethos, the enrichment activities on offer or the facilities*

In the main section, focus on your transferable skills

- Remember the importance of transferable skills. There may be many skills that you have acquired throughout the activities/opportunities/subjects you have been involved in that you can use in your future career pathway.

Examples of transferable skills:

- leadership
- communication
- teamwork
- creativity
- technical
- practical
- work ethic
- problem solving
- time management
- organisation

These are underpinned by confidence

Main Section

All about me

- **Good**
- “In my spare time I enjoy...”
 - *Detail your hobbies, interests and responsibilities. Focus on any that are particularly relevant to the course you are applying for e.g. if you have done babysitting and are applying for Early Years. Include any clubs, classes, playing an instrument, sports, cadets, Duke of Edinburgh etc.*
- **Better – also add**
- “I have some previous experience of work from...”
 - *Detail your school work experience placement, what you did and the skills it shows you have. Again give lots of detail of this is relevant to your course or career plans. Include any other voluntary or paid work you have done as well.*
- **Great – also add**
- “In school I have also...”
 - *Detail any extracurricular activities or clubs you have took part in in school or any extra responsibilities you have taken on e.g. Ambassador, school council, helping at open evening etc*

Finishing off

Closing

- **Good**
- “I am”
- *Finish up with any last things about yourself you would like to say such as being hardworking, reliable, creative, practical, punctual, motivated, polite, resilient....*
- **Better – also add**
- “I look forward to meeting you at interview.”
- **Great – also add**
- “I feel I would be an asset to your college because...”
- *Close with your last reasons why they should offer you a place!*

Top tips

- Start off with some notes about the things you would like to include
- Write a first draft to get your ideas down
- Be enthusiastic
- Ask a friend, parent, teacher, form tutor or career adviser to read your draft for their advice and suggestions

Top tips

- Don't lie or exaggerate! This could go very wrong at the interview when you are asked about what you have written.
- Don't copy your statement. You can get some inspiration from other personal statements online but if you have found it online, so can the college and this gives a *very* bad impression
- Always check your spelling and grammar.
- Re-read your application before you submit.