

The Carlton Academy

**Post 18 Guidance
Activity Booklet:
Writing your Personal
Statement**

For students completing Y13 in 2022



NAME:

FORM TUTOR:

Writing your personal statement

Everyone will have to write a personal statement this year whether they apply to university or not. If you do not currently want to go to university, you might at some point and so we need your personal statement on file so we can write a reference for you should you request one in the future. Also, Apprenticeship providers, colleges and employers will often ask for a 'supporting letter' along with an application and you can adapt your personal statement for this.

Most Higher Education providers and employers are looking for RELEVANT information and experience, EVIDENCE of suitability for the course/job, and a sense of your enthusiasm and commitment

There is no set formula; you have **4000 characters/47 lines** to say why you'd make a good student.

DO...

- ✓ research the different university courses or opportunities you are applying for thoroughly.
- ✓ say why you are applying and what makes you a suitable candidate. Include your ambitions and interests and the skills, experiences and achievements your chosen route values most.
- ✓ remember the personal statement will not write itself. Spend the time writing a good one and start it early! A number of drafts will be necessary.
- ✓ have your statement checked by parents, form tutors and subject related teachers; though do not give it to them all at once as this is counterproductive. Let it evolve over time.
- ✓ think about your presentation; try and leave a line between paragraphs.
- ✓ remember why you are writing it. Try to stand out, but be careful with humour, quotes or anything unusual. Be specific, concise, and positive at all times.

DON'T...

- ✗ let your statement read just like a list of things you have done or achieved; you also need to explain what you have learnt or gained from your experiences.
- ✗ portray a lack of research or knowledge about the course, modules, apprenticeship or job you are applying for. This will just result in a failure to demonstrate your passion for it.
- ✗ copy personal statements/paragraphs from the internet. By all means use 'examples' for ideas, but universities now have computer programs that scan personal statements for plagiarism. It needs to be **your** personal statement.
- ✗ don't don't make typin errors or spellin mistake or grmmatical erroers. whateva you do

Before **and during the holidays**, do your **RESEARCH** and write your first draft of your personal statement on **UNIFROG**. The deadline for this is **Monday 6 September**.

NOTE: On average it will take you 8 drafts before you feel that you have a good personal statement!

The ABC Rule

Use the ABC rule when you are writing your statement:



What skills have you gained from your Sixth Form subjects?

Subject	Skills	Evidence

Brainstorm time!

Paragraph 1: The start of your statement needs to communicate your interest for your subject or degree. Try to articulate what it is you love about the prospect of studying that degree or subject! Why do you want to study that subject?

Have you done any wider reading that relates to the course – are there any ideas or topic areas that have interested you or that you look forward to studying? Have you done a MOOC? Have you accessed any Speakers for Schools talks that are relevant? Have you done any virtual lectures? *All of this can be fed into your first paragraph of your statement.*

Follow up by outlining how you will benefit from the course. Does the degree link to a career or long-term goal – or a broader academic interest? If you do not have a career picked out at this point reinforce your passion for the subject in an academic sense: how has your passion for the subject manifested itself in your life outside school? *This is a good way to finish your opening paragraph.*

Paragraph 2: Now you have to persuade the admissions tutor you are a suitable candidate. Evidence this by writing enthusiastically about relevant A Level/BTEC subjects and how they link to your degree choice. Discuss the skills you have etc.

Paragraph 3: Have you done any relevant work experience? How does this link to what you want to study? What skills have you developed as a result of doing this work experience?

Paragraph 4: What have you done in your extra time in school and in your extra time out of school that makes you a suitable candidate for degree related study?

Concluding paragraph – summarise your commitment to this course of study and your keenness to get started. Or speculate on where this course could take you.

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