

HELP WRITING YOUR PERSONAL STATEMENT

What should I write about?

YOU !

You are telling admissions staff why you are suitable to study at their university or college. It is 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. If you have 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 – sporting, creative, or musical.
- Mention any relevant employment experience or volunteering you've done, such as [Inspired Awards](#), [Step Together](#), or [Project Trust](#).
- If you've developed skills through [Duke of Edinburgh](#), [ASDAN](#), [National Citizen Service](#), the [Crest Awards scheme](#), or [young enterprise](#), tell them.
- If you took part in a higher education taster course, placement, or summer school, or something similar, include it.

How should I write it?

**Make it personal
to you**

Your personal statement should be unique, so there's no definite format for you to follow here – just take your time. Here are some guidelines for you to follow, but remember your personal statement needs to be 'personal'.

- Write in an enthusiastic, concise, and natural style – nothing too complex.
- Try to stand out, but be careful with humour, quotes, or anything unusual – just in case the admissions tutor doesn't have the same sense of humour as you.
- Structure your info to reflect the skills and qualities the university and colleges value most – use the course descriptions to help you.
- Check the character and line limit – you have 4,000 characters and 47 lines. Type it in word and the copy and paste it into the form, it will tell you if you are over your word limit.
- Proofread aloud, and get your teachers, advisers, and family/carers to check. Then redraft it until you are happy with it, and the spelling, punctuation, and grammar are correct.

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Personal Statement do's and don'ts

Do's

- **Do** show you know your strengths and outline your ideas clearly.
- **Do** be enthusiastic – if you show you're interested in the course, it may help you get a place.
- **Do** expect to produce several drafts of your personal statement before being totally happy with it.
- **Do** ask people you trust for their feedback

Don'ts

- **Don't** be tempted to buy or copy a personal statement or share yours. All personal statements are checked for similarity – if your personal statement is flagged as similar to other applicants, it could affect your chances of being offered a place.
- **Don't** exaggerate – if you do, you may get caught out in an interview when asked to elaborate on an interesting achievement.
- **Don't** rely on a spellchecker, as it will not pick up everything – proofread as many times as possible.
- **Don't** leave it to the last minute – your statement will seem rushed, and important information could be left out.
- **Don't** let spelling and grammatical errors spoil your statement.

The 18+ Care Leavers Service have developed some checklists to help you keep on track with all of the different things you need to consider and complete. If you would like a copy, please contact Carol.Moyler@kent.gov.uk

GOOD LUCK!