

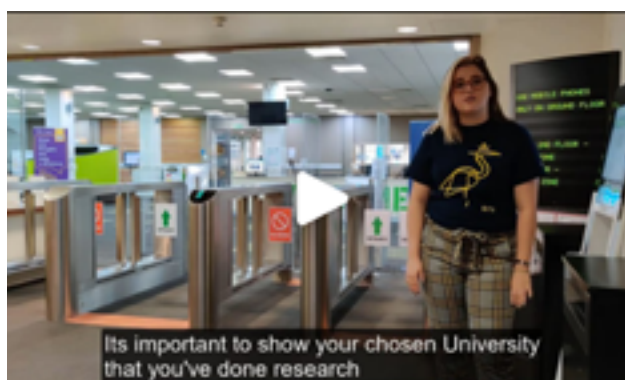
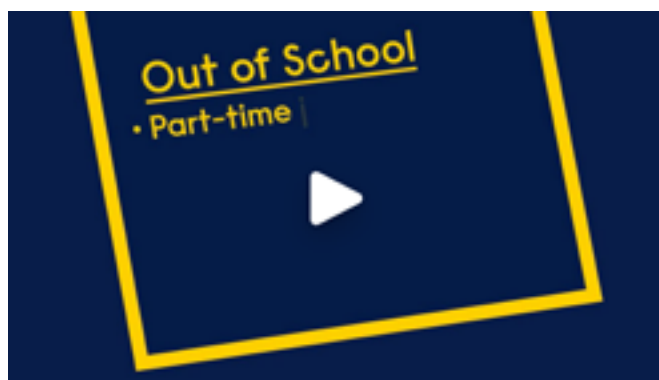
Your Personal Statement Guide



Writing your Personal Statement has never been easier!

Follow this specially-designed interactive guide to help make writing your perfect personal statement a stress-free journey! All you need to do is:

- 1** Watch our short but very useful videos on 'Writing your Personal Statement' and 'Top Tips' to help you along the way.



- 2** Read the 'Back to basics' information on the next page to ensure you are fully prepared to start writing your Personal Statement.

- 3** Use our interactive 3-Sheet Method document to start writing down your very own skills, experience and qualities found on pages 6-8 of this guide.

- 4** Take a look at our Personal Statement example to visualise how to include skills, experience and knowledge within a statement. You can find the example in the second document sent to you.

Back to basics!

What is a Personal Statement?

'It is your opportunity to tell universities about your suitability for the course(s) that you hope to study. You need to demonstrate your enthusiasm and commitment, and above all, ensure that you stand out from the crowd.'

UCAS

You get ONE chance to submit a Personal Statement, so make it count!

Your finished Personal Statement is submitted to **UCAS** along with your University application.

When do I need to send off my Personal Statement?

Your Personal Statement makes up part of your university application form. Therefore, you need to make sure that you are aware of when your **application form deadline date** is. These dates are set by UCAS and differ depending on what course you are applying for.

Your college may also ask for a copy of your final Personal Statement. This is because staff check it as well as write a reference for your application form. Therefore, the deadline to have finished writing your Personal Statement by might actually be much earlier than the application form deadline that UCAS set, so make sure to double check deadline dates with your college tutor!



Top Tip!

Make a note in your calendar of all the deadline dates so that you don't miss them!

How long is a Personal Statement?

Your Personal Statement cannot exceed **4,000 characters** (not words!) That's 47 lines of text – much shorter than many students think!

Top Tip!

Write all draft and final copies of your personal statement into a Microsoft Word document so you can keep an eye on how many characters you've used. Only once your Personal Statement is finished should you then copy and paste it into your UCAS application form online, but double check that the application form hasn't missed out your last few characters.

What do I include in my Personal Statement?

Watch our very helpful video on everything you should include in your Personal Statement. You can pause and re-watch the video at any time.



Don't forget to use our interactive 3-Sheet Method tool on pages 6-8, to help you start jotting down notes such as your skills, experience and qualities.

We know that writing a Personal Statement is easier said than done, but the key areas on the following page should guide you along the way.



Key areas to write about

Why do you wish to study the course?

This is a fundamental question that you should aim to answer within the first few sentences. There may be various reasons for your answer to this question, it may be a passion for the subject area, it may be a requirement of a specific career in the future, or it may be something brand new that you wish to explore – whatever the reason, this must be included within your Personal Statement.

How much do you know about your chosen course area?

The University is not expecting you to be an expert in your area; however, you should demonstrate that you have done your research and have a good understanding of what the course will entail.

Why should you be considered for a place on this course?

We recognise that this can be a daunting task for you to identify, as it can be difficult to talk about all of your positive achievements and attributes, but universities want to hear why you believe you are suitable for your course – so positivity, confidence and demonstrating an understanding is essential!

Dos and Don'ts

- ✓ Do show enthusiasm and commitment
- ✓ Do check your spelling and grammar
- ✓ Do take your time
- ✓ Do organise your statement into a logical structure
- ✓ Do back up all claims with evidence

- ✗ Don't repeat yourself
- ✗ Don't lie
- ✗ Don't use lists
- ✗ Don't be negative, turn them into positives: 'Although I didn't get the Science GCSE I wanted, this gave me the focus to study harder and I was rewarded with a grade B in my A-level'.
- ✗ Don't mention any university names

Get In Touch!

We pride ourselves on being a friendly and inclusive university! If you have any questions or would simply like a bit more support, please get in touch.

answers@aru.ac.uk

   @angliaruskin

The 3-sheet method

SHEET ONE

All about me

This is a comprehensive list of everything you have done which you can relate to your chosen course. Try the first few bullet points below:

- Hobbies and interests
- Clubs and groups
- Proudest achievement
- Work experience
- Activities through school or college

Now tell us a little more about what you did, for example:

Biology field trip

- 1 week (15 years old)
- Visited a sewage plant
- Went fossil hunting
- Stayed in Wales for a week
- Counted snails on the beach
- Planned and conducted an experiment

Give it a go

Top Tip!

If you're worried you don't have any relevant work experience use your summer holidays to get some.

Why not expand 'what you have done' to 'what you have read or watched' or to a theorist or philosopher who you admire.

SHEET TWO

The Perfect Student

Universities will want to know what skills you have. The list below should help you get started.

- Leadership and teamwork
- Communication and presentation
- Planning and organisation
- Working under pressure
- Managing pressure
- Managing your time
- Problem analysis and solving

Give it a go

Now think about the course you want to do. What specific skills do you need to be a perfect student for that course?

Top Tip!

When you attend an Open Day ask the tutors what skills they think a perfect student would have (it's not cheating, it's research!)

Do your research. Universities will often list the skills a perfect student would have.

SHEET THREE

Making the link and creating your Personal Statement

SHEET ONE
All about me



SHEET TWO
The perfect student



Make the link
Now you can begin to combine your experiences with the skills you have identified you need




SUCCESS!
You've created your Personal Statement

Give it a go!

Try combining one of your experiences with a skill you have identified you need to be the perfect student. Here's an example to get you started.

'I worked in a care home for the elderly where I learnt how to check resident's blood pressure and their blood sugar levels. Doing this required me to communicate clearly with the residents, show empathy and focus my attention on the task in hand.'

Give it a go