



## Writing a Personal Statement for College, University & Employment

This worksheet (taken from UCAS.com) is designed to help you think about information you could include in your personal statement whether this be university, college or employment. We have included space for you to write down any thoughts you have as you go along.

### Writing about the course/career path

Why are you applying for your chosen course(s)/career path?

Why does the subject/career opportunity interest you? Include evidence that you understand what's required to study the course eg: If you are applying for psychology courses, show that you know how scientific the subject. If you intend to apply for a job, explain why this particular position interests you.

Why do you think you are suitable for this course(s) or career path? Do you have any particular skills and experience that will help you to succeed (give specific examples of how you have demonstrated the skills or what you learned from the experiences).

Do your current or previous studies relate to the course(s)/career path that you have chosen? If so, how?

Have you taken part in another activities that demonstrate your interest in the course(s)/career path?

### **Work Experience**

Include details of jobs, placements, work experience or voluntary work, particularly if it is relevant to your chosen course(s)/career. Try to link any experience to skills or qualities related to the course

### **Skills and Achievements**

Universities/employers like to know the skills you have that will help you on the courses/job, or generally with life at university/work, such as any accredited or non-accredited achievements. Write these down here.

Also think of any other achievements you are proud of, positions of responsibility that you hold or have held both in and out of school and attributes that make you interesting, special or unique

### **Hobbies and Interests**

Make a list of your hobbies, interests and social activities. Then think about how they demonstrate your personality, skills and abilities. Try to link them to the skills and experience required for your course(s)/career path.

### **Future Plans**

If you know what you would like to achieve after completing the course, or in your future career path, explain how you want to use the knowledge and experience that you gain. How does the course relate to what you want to do in the future?