

UCAS guidance – June 2017

Structuring your Personal Statement...

A suggested structure for your Personal Statement is as follows:

Paragraph 1 – arguably the most important...

- Punchy start
- Communicate your desire to study the subject for which you are applying and demonstrate why you would be good at it
- Any particular areas that you wish to learn more about?
- Wider-reading related to the subject that you have undertaken independently of your college studies
- Potential careers after your studies

Paragraph 2...

- Enjoyment of and commitment to current subjects – pick out topics and state why
- Explore the skills you have acquired throughout your studies and relate these to your Higher Education course choices

Paragraph 3 (could be split into two paragraphs)...

- Detail any courses, lectures, work experience, field courses, music exams, sporting achievements, and interests etc. that relate directly to your subject and discuss what skills/experiences they have provided you with. Also include;
- Other experiences in or out of school that demonstrate a range of different skills but are not directly related to your chosen subject e.g. part time work, hobbies, interests, music/sport exams or qualifications, Duke of Edinburgh, Gifted and Talented group, helping younger or less able students with work, field courses/trips, playing in a band, dancing, chess, extracurricular activities in or out of school (shows, orchestra, sport etc.), cinema, reading, socialising.
- For each activity state the skills you have acquired and how these are useful.
- It is also good to stress that you understand the need to have a range of hobbies that enable you to relax and to be a well-balanced person – you don't want to make yourself sound like a dull workaholic!

Paragraph 4 – vital to sealing the deal...

- A final few sentences to stress to the admissions tutors why you want to study this subject and why you will make an excellent university student.
- It is worth demonstrating that you have researched your application thoroughly.

Keep using the same words? Here's some useful vocab...

enthusiastic, curious, passionate, desire, commitment, focused, dedicated, well-motivated, self-motivated, conscientious, intelligent, hardworking, independent, trustworthy, thrive on the challenge of....., reliable, good time-management skills, well-organised, honest, communication skills, excellence, high standards, interpersonal skills, sociable, open-minded, leadership qualities, good listener, ambitious, active learner, participation, sense of humour, realistic, logical, mature, well-respected, inquisitive, fascinated by..., responsible, inspired by...

Using unifrog...

As of June 2017 we will be using unifrog software to help prepare personal statements. See further guidance document for "How to write a personal statement using unifrog"

Mr Dent (June 5th 2017)