



WRITING A PERSONAL STATEMENT

Your personal statement outlines why you want to study a particular course at university and is an opportunity for you to demonstrate that you have the skills, knowledge, and experience to succeed on the course.

Admissions staff and lecturers will receive your UCAS application and personal statement. They will assess your application, review your qualifications, and read your personal statement to check you have the necessary experience for the course and life at university.

PERSONAL STATEMENT STRUCTURE

In UCAS, your personal statement can be a maximum of 47 lines or 4000 characters.

We recommend that you follow this structure to ensure you are prioritising the sections that showcase your skills and experiences to admissions staff.

For each section try to answer the questions, and relate your answer to the subject you are planning to apply to study.

INTRODUCTION – opening paragraph showcasing your passion for the subject.

What interests you about the subject area you are applying to study? Why do you want to study it further? What sparked your interest in the subject?

ACADEMIC – Discuss what qualifications and skills you have gained during your education.

What knowledge have you gained so far? What subjects have you studied? What have you learnt during your studies, and how has it prepared you for life at university.

WORK EXPERIENCE – Provide examples of any placements/volunteering/employment.

What skills did you develop? How will your previous experiences help you whilst studying? Has the experience helped you make a decision for your future?

PERSONAL ATTRIBUTES – Highlight any skills you have and tell them about your interests.

Have you gained any additional accredited qualifications? (e.g. Duke of Edinburgh) What skills have you gained from your hobbies?

CONCLUSION – Summarise your passion for your chosen subject, and university study.

Why are you looking forward to further study? What will make you a great university student? Why should you be offered a place on the course?



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When writing your personal statement, listing your experience is not enough. It is important to highlight the skills you have developed, and how they are relevant to the course and life at university. The ABC method is a way of writing about your experience in more detail.

ACTIVITY What activity did you do? Was it at school, work experience, or at home?

BENEFIT What skills or attributes have you gained?

COURSE How has this prepared you for the course and studying at university?

Here is an example for a student who is applying for Business Management

A At school I am captain of the football team.

B This shows that I have developed good communications skills, I can work well in a team, and that I am a responsible leader.

C This is important to Business Management, as being able to communicate effectively with others is an essential skill when working in a group. I can also act responsibly when put into a leadership role.

Why not try for it yourself and start to build the first draft of your own personal statement?

A

B

C