

# Personal Statements

**Dave Leigh**  
**Liverpool John Moores University**



RAINFORD  
HIGH

# Personal Statements

- Opportunity to promote yourself to Universities
- Most courses don't interview so only opportunity you have to impress universities
- Good practice for job applications
- Might be re-read by Unis if you need to apply via Extra or Clearing

# What is the UCAS Hub?

The system that allows you to apply online for full-time undergraduate courses.

‘Register’ on UCAS, then go to ‘your application’ section to complete the following sections:

Registration, Personal details, Additional Info, Choices, Education, Employment, Personal statement Reference, Declaration, Pay and send

Your application does not have to be completed all at once.

**YOUR HUB**

**Your to do list**  
Open to do list >

0%

**Your preferences**  
Update for a better experience >

**Your notifications**  
Open notifications >

3

**YOUR APPLICATIONS**



**START**

START APPLICATION

**FAVOURITES**

TOP 3 COURSES UNIS & COLLEGES LOCATIONS SUBJECTS PAIRS

-  Add favourite course to top 3
-  Add favourite course to top 3
-  Add favourite course to top 3
-  Add favourite course to top 3
-  Add favourite course to top 3



VIEW ALL FAVOURITES

**Change of plans?**

No problems.

 Register for Clearing

**find your place.  
start your future.**

Join us in September.



Advertisements. Why do ads?

**THIRD POINT CALCULATOR**

A*	A	B	
C	D	E	
-	-	-	
-	VIEW RESULT		

**YOUR EVENTS**

NEAR YOU

- Staffordshire University - Undergraduate Virtual Open Morning, Stafford Campus  
13 Oct 2022 - 26 Oct 2022
- SAE Oxford Creative Media Undergraduate Open Event  
6 Oct 2022 - 10 Oct 2022
- SAE Oxford Creative Media Undergraduate Open Event  
28 Oct 2022 - 30 Oct 2022
- Staffordshire University - Undergraduate Virtual Open Day

**EXPLORE YOUR FUTURE**

COURSES FOR YOU RELATED SUBJECTS UNIS & COLLEGES APPRENTICESHIPS



View all Accounting courses

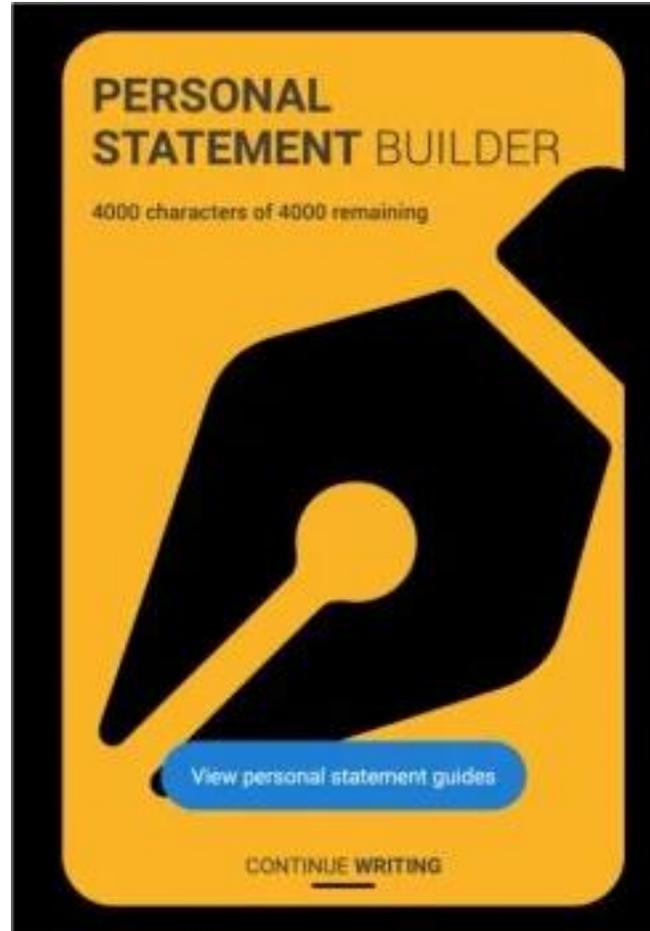
Suggestions are based on your searches

NO ADS DISPLAY

# Filling in the form - the basics...

- Be prepared to answer questions about: You, Employment, Education
- Most important Sections are: Personal Statement and Tutor's Reference
- Print off a copy your application





**PERSONAL  
STATEMENT BUILDER**

4000 characters of 4000 remaining

[View personal statement guides](#)

CONTINUE WRITING

The image shows a digital interface for a personal statement builder. It features a yellow background with a large black fountain pen nib icon. At the top, the text 'PERSONAL STATEMENT BUILDER' is displayed in bold. Below this, it indicates '4000 characters of 4000 remaining'. A blue button with the text 'View personal statement guides' is positioned below the pen nib. At the bottom, there is a 'CONTINUE WRITING' button with a small underline.

# HOW TO WRITE YOUR UCAS UNDERGRADUATE PERSONAL STATEMENT

# The Practicalities



- This will allow 47 lines of text and/or 4,000 characters
- In a minimum of 12 point type.
- No formatting such as bold, underline or italics.
- The UCAS Hub does not have a Spellcheck facility
- Type your statement in Word, Spellcheck & Paste into Apply

- **Introduction**
  - course choice and motivation, reasons for going to university
- **Main body of text:**
  - School experience
  - Work experience (paid or voluntary)
  - Hobbies and interests outside school
  - Skills gained
  - Career Aspirations
- **Conclusion**
  - Don't let it fade away

# Introduction – Course Choice

- Opening paragraph about your choice of course.
- Applicants should demonstrate that they have *thought* about their choice of programme.



# Introduction – Course Choice

- **Why** have you chosen a particular degree subject ?
- If you like particular aspects of a subject, say *why* and *which ones*.
- *Describe* which aspects you may wish to study in greater depth.

## Example Introduction

**“Having thoroughly enjoyed my current BTEC course in Business, I have chosen a degree that will enable me to pursue my interest in economics in even greater depth.**

**Attending a specialist Economics conference in London broadened my knowledge of the subject and it should prove useful during an Economics degree. I particularly want to analyse the UK economy, in its UK and international context.”**

# Important Skills to Include

- Communication - oral and written
- Listening
- Team work
- Working independently
- Computer literacy
- Trustworthy

# Work Experience

- Think about how your work experience has helped you to be a more suitable candidate for your chosen course.
- Practical experience which may have confirmed your interest in a particular subject.
- What type of skills did you gain, i.e. team work, computer literacy, communication skills.

# Work Experience

- I gained valuable knowledge and experience of the legal process whilst shadowing a solicitor, during the Year 11 summer holidays. I learnt the importance of diplomacy, organisational skills, working to deadlines and being part of a team.

# Important Skills to Include

- Communication - oral and written
- Listening
- Team work
- Working independently
- Computer literacy
- Trustworthy

# Personal Statement ABC

**A**CTIVITY: What have you done?

**B**ENEFIT: What skills have you gained?

**C**OURSE: How is it relevant to your course?

# School or College Experience

- Head boy/girl/Prefect
- Events organiser
- Charity work
- Sporting achievements (essential for sports courses)
  
- What have you *learnt* from them ? (communication skills, independence, trust)

# Examples

Sport

Holiday

Dancing

Films

Cycling

Cinema

Reading

Theatre

Music

Martial Arts

Painting



# Career Aspirations

- When you have completed your degree, what do you want to do as a career ?
- Where do you want to work ?
- Don't worry if you don't yet know, but if you do, write it down.

# Example Conclusion

“I am looking forward to building on my existing experiences of studying A Level English, and the chance to further my knowledge at university. My work experience in Blackwell's and wider reading have reinforced my decision to study English, and particular creative writing, in greater depth.”

# The Do's

- **Do have a plan of action**, break it down
- **Do stick to deadlines**, be organised and disciplined
- **Do your research**, what are you after?
- **Do give plenty of examples**
- **Do produce several drafts** of your personal statement before being totally happy with it.
- **Do** approach it as like writing an essay

# The Do's

- **Do talk about why you're a good candidate** – talk about you, your motivations and what brings you to this course.
- **Do be enthusiastic** – if you show you're interested in the course, it may help you get a place.
- **Do make it relevant.** Connect what you're saying with the course and with your experiences.
- **Do outline your ideas clearly.**
- **Do avoid the negatives** – highlight the positives about you, and show you know your strengths.
- **Do ask people** you trust for their feedback.

# Common Mistakes

- Not talking enough about your course/subject
- Talking about one uni but applying to 5
- Copying sections
- Talking too much about interests, hobbies
- “I like socialising”
- Not providing enough examples
- Not including enough information
- Going over the word count

# Examples of 'Poor' Personal Statements

- Telling your life story
- Information irrelevant to chosen programme
- No mention of why you have chosen your programme
- Statements with no examples or evidence
- Poor layout
- Use of jokes
- Obviously not proof read

# Is the Personal Statement that important?

- This is **your** opportunity to tell us about why we should make you an offer.
- It is your chance to talk about your motivation, commitment and suitability for the course.

# Is the Personal Statement that important?

For some students, this is the **ONLY** chance to tell us about **themselves** and **why we should make them an offer**. For every student, it is the first impression we get of you!

# Edit, edit, edit!



# Next Steps

- Decide on your course
- Make a list of key messages you want your PS to give (check entry requirements)
- Prepare a list of facts about yourself you want to include (with evidence!)
- Organise the material into a logical structure (introduction, main body, conclusion – paragraphed)
- Be prepared to write several drafts!

# ANY QUESTIONS?

