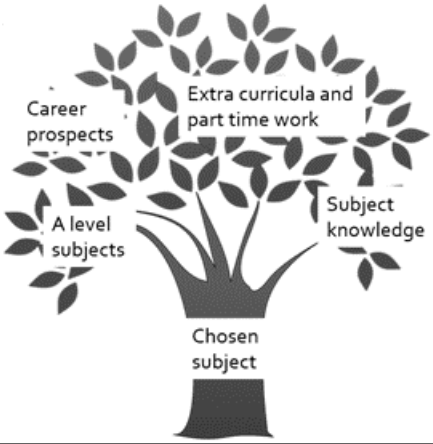
What is a 'Personal Statement'?

- A Personal Statement is a short statement to support you UCAS application. It allows the university's you're applying for get to know you.
- A Personal Statement is **4,000 characters** or **47 lines** (including spaces and punctuation). You can write less than this, but you cannot write anymore (UCAS will cut you off mid paragraph, sentence or word).
- This is your opportunity to stand out from other applicants therefore it is vital to be personal.
- See our Personal Statement Top Tips below and use our online Personal Statement Review Service (bit.ly/psreviewservice)

Personal Statement Top Tips

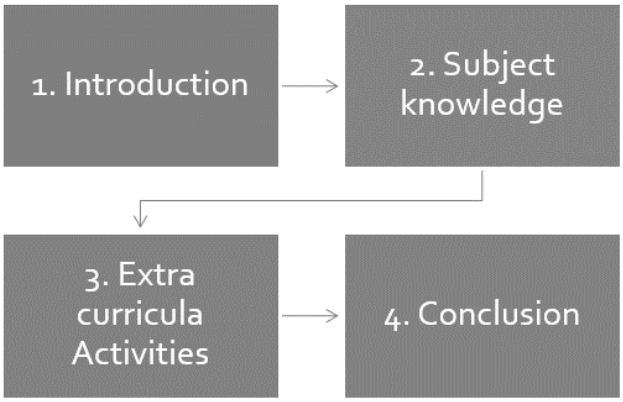
1. **Start your statement early –** The sooner you start thinking about your statement the better. Start thinking about why you want to study a certain course, why you want to go to university and why you should be offered a place at university as these questions will form the basis of you statement.
2. **Think about your structure –** There are a number of different ways to structure your statement. Here are a couple of examples to get you started:

Tree Structure



- Main theme of your personal statement is the subject you are applying for.
- Each section (split into four here) will directly relate to how you would be the perfect candidate for your chosen course

Flow structure



- Split into four paragraphs each focusing on a different aspect of your ability to succeed at university
- Should show your interest in the course, subject knowledge, relevant extra-curricular activities and finally your future aspirations and career goals

3. **Be concise and to the point**: The statement is a short piece of either 47 lines or 4,000 characters. You need to make sure that everything you decide to include is relevant and that you do not drift from the structure.

4. **Stand out and be different**: An admissions tutor will read through hundreds upon thousands of statements a year with many of them including similar things. Make sure that you are not cliché especially in your opening line.
5. **Use evidence to back up your examples**: For every example you put down (e.g. 'I am very organised') back it up with evidence. Use the STAR technique (Situation, Task, Action and Result) when using any examples. Also, do not make sweeping statements or put down examples that you cannot back up.
6. **Make sure your statement is balanced**: Your statement needs to be balanced between your academic achievements and your extra-curricular activities. Statements should be made up of 75% academic based and 25% extra-curricular based. Universities are looking for a rounded student that can not only contribute academically but also contribute to the university community.

75 - 80% Academic, focusing on your chosen course	20 -25% Extra-curricular
1. Why have you chosen this subject? 2. What particularly interests you about this subject? 3. Where has this interest come from? 4. Show your competence in the subject	1. Relevant work experience 2. Subject-related activities 3. Career aspirations 4. Unrelated activities

7. **Get into the mind of the admissions tutor**: Try and think about what an admission tutor is looking for. Admission tutors are looking for; independence, a motivated student, intellectually capable, a potential to succeed, a good subject knowledge, an interest in the subject and how you can contribute to university life. When giving examples, try and think about how you fit into these categories. You statement should be skills orientated rather than a list of what you have done.
8. **Let other people read over it**: Use your friends, family and teachers read over your statement. These people are often the people who know you the best and will think of examples you may not have included. Also, they are often good at spotting mistakes that you may have missed yourself.
9. **Make sure it reflects you**: The most important tip is that your statement reflects you as a person. Your UCAS application can be quite colourless until your personal statement. Your personal statement is your only chance to reflect your personality and to show what makes you great.
10. **Proof read and keep checking**: Just before you submit your statement, proof read and keep checking your statement. Make sure the statement flows, there are no spellings mistakes and you are within the word limit. It's always better to be safe than sorry!