

APPLY

HOW TO COMPLETE THE PERSONAL STATEMENT

This worksheet is to help you think about what you could include in your personal statement. There are a few sections to give you an idea of the areas that you could write about. We have included space to allow you to write down any notes as you go along. If you need more help, ask your teacher or a parent/guardian.

Writing about the course

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

Somebody who wanted to work with animals might write for instance: I would like to study BTEC in Animal Care as I am passionate about looking after animals. I already look after two dogs and it will help me in my future career plans.

Why does this course (or these courses) interest you?

You can write about anything that you have read about the course(s) that you find interesting and would like to find out more about.

Why do you think that you are suitable for the course(s)?

In this section you can write about any experiences you have had that are related to the course(s) or any skills that you have learnt that might help you e.g. if you have done any volunteering or work experience that is related, or if you have a part time job e.g. babysitting that shows more general strengths such as responsibility/commitment.

Do your current studies (e.g.GCSEs) relate to the course(s) you have chosen? If so, how?

You can let the provider know how much you enjoy a subject by writing about a course that you have already studied at GCSE that you found really interesting or that you were good at.

Skills and achievements

Write about anything that you have done that might help with your application

Write about anything that you are proud of e.g. passing Grade 2 in piano or being selected for a sports team. Also include any awards you have done e.g. Duke of Edinburgh. You can also add any positions of responsibility that you have held e.g. prefect or helping with young students at school.

Hobbies and interests

Make a list of your hobbies, interests and anything that you do socially

Think about how they show your skills and ability. Try and link them to skills and experience you might need on your chosen course(s).

Work history

Include details of placements, work experience, voluntary work or jobs, especially if it is relevant to your chosen course(s)

Try to show how this experience gave you new skills or made you think about your future plans e.g. things you really enjoyed or were good at. Also include any part-time work that you are still doing e.g. a Saturday job or babysitting.

Career plans

Use this section to tell the provider what you might like to do in the future as a career after completing the course

Explain how you would like to use the course(s) you have applied for to help you reach your goal.

Dos and Don'ts when writing a personal statement

- **Do** use your best English and check for spelling and grammar to make sure it is right.
- **Do** be enthusiastic – if you show your interest in the course it will help you.
- **Do** ask people that you trust e.g. your teacher/adviser or parent/guardian to read through what you have written and give you feedback.
- **Don't** exaggerate – you may well be asked about what you have written if you attend an appointment with the provider.
- **Don't** leave it until the last minute – it is a good idea to give yourself time to think about what you write to make sure that you don't forget anything.

