Writing a Personal Statement

Points to remember:

- Listing personal information needs words/ phrases like: Also, as well, In addition... to give some variety to sentence openings

- If you are selling yourself, you need to use positive words, E.g. “I am a keen member of the dance club” rather than just “I am in the dance club”. What other examples can you find?

- Instead of using simple words like ‘did’ or ‘got’ to describe activities or qualifications, what better sounding words can you choose? E.g. ‘achieve’, ‘gained’

- Are there any changes you would make to the example below? E.g. to stop repetition of hope/hopefully? Colloquial language?

- Capital letters. Apart from starting each sentence, what else does the writer use capital letters for? E.g. The Kingswinford School

Example Personal Statements

Example 1

I am a student in Year 11 at Penair School. As well as having good communication skills, I am responsible, well-organised and outgoing. I’m applying to take A Levels in Music, Maths and English Literature, as these have always been my strongest subjects and those that I enjoy most.

I hope to do well in these and my six other GCSEs. While at Penair I have also gained a number of music grades – up to grade seven for violin and grade five for piano. In addition, I have obtained a basic food hygiene certificate and a Red Cross babysitting qualification. I have taken part in many extra-curricular activities. As a violinist, I have been awarded school colours for music and I am part of the school orchestra, choir accompanists, and the violin quartet. I am also a keen member of the school’s dance and athletics club. I have enjoyed being involved in a number of charity events – including organising a successful swimming marathon in aid of the British Heart Foundation. In the last three years I’ve held positions too as a senior prefect, school council representative and house sports captain.

Outside of school, apart from hockey and swimming, music again takes up most of my leisure time. I currently play violin in the Cornwall Youth Orchestra and the Truro Youth Orchestra, as well as playing the guitar – for relaxation only! For work experience I really enjoyed the two weeks I spent as a classroom assistant in a primary school in central Liverpool, and hope to return there this summer. At present I have a part time shop job that has given me excellent experience of team working and dealing with people of all ages.

Hopefully, after taking my A Levels at Truro College, I can go on to university to study Music at degree level and to complete a teaching qualification.
**Example 2**

I am a Year 11 student at Richard Lander School. I did my work experience in the marketing division of a local company. I really enjoyed it as I could use my creative skills as well as the things I learned in Business Studies. I talked to my careers adviser and my teachers and decided that I wanted to pursue a career in marketing. This is why I am applying to do an Advanced VCE in Business with A Level Art.

I hope to do reasonably well in my GCSEs. I enjoy creative writing but I also enjoy doing things where you have to use logic and solve problems. That is why I joined the Young Enterprise Team in school. I was marketing director. I had to develop an advertising campaign and persuade people to buy our products, which were key rings, cards and bookmarks.

Outside school I am involved in the Duke of Edinburgh’s Award. For this, I am working as a helper at Beavers, organising games and activity weeks. For my physical recreation, I have joined an aerobics class, which helps me to relax and keep fit.

I have a part time job that involves pricing stock and selling gifts. I handle money and take orders; which involves adding up quickly in my head. This has helped me to gain confidence in dealing with people. I also do a lot of babysitting.

I do not know yet whether or not I want to go to University. I would like to get a good job with responsibilities that may include some office work, but also allows you to travel.

**Example 3**

I am currently in Year 11. I missed a lot of school last year as I was ill, but managed to catch up on my work. English, Maths, History and Art are my favourite subjects at school. I do well in Maths but need more help in English.

I would like to work with children. I look after five and went to a play group at the football club for work experience. I like children and I like meeting and talking to people.

There are not many chances to work with children for people leaving school at sixteen. There might be more opportunities when I am a bit older. I don’t want to go to college for a care course – that would be too much like school. I wouldn’t mind working with elderly people in a residential home, but I would rather train for shop work. That is why I’m applying for a place in a training centre.

If I am accepted I could train at the centre and get some help with my reading and spelling. Then when I am ready I can get some help getting a shop placement and then perhaps a job.