



### 3.09 Guide to writing your Personal Statement

- Your personal statement is, for some of you, your only chance to impress the admissions teams and tutors at your chosen universities. It is your opportunity to let them know about your interest in the subject, why you would be an asset to their course and university and what makes you an interesting individual who a university academic will find rewarding to talk to and teach.
- It can be up to 4000 characters, including punctuation and spaces, long or 47 lines in a size 12 plain, non serif font. Please be aware that it may need to be slightly less than the 4000 characters depending which software you use.
- It is a myth that no-one reads them. They are read by the admissions teams and then may be read by the academics in the department that they work in.
- Usually you can only write one personal statement so don't make it specific to one university. It needs to be generic. If you are applying for a joint honours ensure that you PS has equal weighting for both subjects.
- Your PS is a professional document. Please use formal language and avoid using I'm, I've and so on.
- Be enthusiastic, but don't overuse certain words/phrases for example 'passionate about...' or 'from a young age...' or 'I have always been interested in...' and so on.
- Be concise; make every word count.
- Be honest; if not, you may get caught out at interview.
- Think about the skills and qualities your course requires and match them to your own.
- Evidence any statements you make about yourself.
- Look at university websites and prospectuses to see how they describe the course and the style of teaching; write about how your skills will fit with this.
- Remember, if its relevant to the course add it in, if it is not then leave it out.
- Check and recheck your grammar, spelling and punctuation. Ask someone else to proof-read it before you submit it to your form tutor.
- **Do not plagiarise someone else's personal statement as the universities use copycat software. Trust me, they do!**
- Remember, no-one gets their personal statement correct on the first draft. It is not unusual for you to hand it in to your form tutor or the HE team several times before it is ready to send.
- If you get called to interview, re-read your personal statement prior to it.

## Useful websites

<http://purepotential.org> Go the personal statements library link which has PSs by subject.

<https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement>

<https://www.theuniguide.co.uk/advice/personal-statements>

<https://www.which.co.uk/money/university-and-student-finance/getting-into-uni/how-to-write-a-personal-statement-a3bfp7h4yv7s>