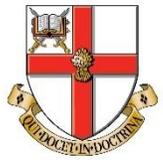


Personal Statements





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What is a personal statement and why is it important?

- The personal statement is your opportunity to tell universities about yourself
- You have 4000 characters or 47 lines to effectively 'advertise' yourself
- Your chance to show your personality and stand out
- Getting good grades is no longer enough – applicants need to show commitment and enthusiasm in their area of prospective study, through work experience or similar activity
- The same statement will be sent to all five universities
- The personal statement is a top consideration for admissions tutors when making conditional offers to prospective students





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Key Points

- The statement needs to include a clear and thorough explanation of why you want to study your chosen course
- It must be well written with no spelling or grammatical errors
- If the student is applying for a course which involves an interview (Teaching, Nursing, Art and Design etc.) the personal statement will be used as a basis for discussion, so they must be confident to answer questions on what they have written





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What should I include?

- Why you want to study this course
- Evidence that you understand what will be required of you
- Why you want to go to university generally
- Why you are a suitable candidate for the course
- Skills and experience you possess
- How current and previous studies relate to the course
- Activities that you have taken part in that demonstrate your commitment to the course





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What should I include?

- “The strongest applications are those who can link their extra-curricular activities to their proposed course of study” **UCAS**
- The following link has useful tips on getting started with writing your personal statement:

<https://www.ucas.com/ucas/undergraduate/getting-started/when-apply/writing-personal-statement>





What should I include?

- The following table includes some examples of skills that you might have developed through academic and extra-curricular activities

Activity	Skills/qualities developed
Work experience	Punctuality, responsibility, ability to work with others, use initiative
Family commitments	Considerate, practical, committed, patience, reliable
Captain of football team	Leadership, confidence, team player, calm under pressure
Member of a team	Co-operation, self discipline, team player
Duke of Edinburgh	Determination, motivation, self belief, organisation
School prefect	Reliability, responsibility, trust, communication, smart image, being organised





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What should I include?

A statement is much more convincing if activities, experiences, and interests show why you would make a good candidate for the course or university generally.

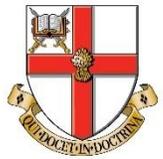
For example the following statement:

“I enjoy badminton and play twice a week”

Could be expanded to read like this:

“I play badminton twice a week with a club that plays in local competitions and I play in both singles and doubles matches. Doubles matches requires good team working, an ability to support your partner, to devise a game plan but be able to adapt it as required and fast reactions. I enjoy the social side of the club and take responsibility for organising the social activities and fundraising events. This gives me an opportunity to develop my organisational and planning skills. Fitting in all these activities while keeping up with my academic studies demands good time management and I think I do that very well.”





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What should I include?

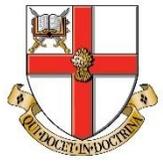
Work Experience - Include details of any part time work, voluntary placements or work experience they have undertaken. Again this is most effective when it is linked to the skills mentioned in the entry profiles for their course. For example rather than just saying:

“I spent two weeks working at a department store. I enjoyed speaking to customers and helping them with their enquiries”

You could say:

“I spent two weeks managing customer enquiries at a department store. I learnt how to interact with customers and handle complaints. The experience highlighted the importance of positive communication between a business and its customers, and taught me how to manage difficult enquiries effectively. I would like to develop this skill further by studying a degree in public relations.”



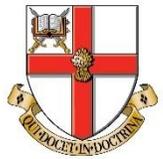


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What are admissions tutors looking for?

- Qualifications meet admissions requirements.
- The right personal qualities.
- Good presentation.
- Relates to course applied for.
- Conveys the sort of person you are.
- High quality reference.





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Do's and Don'ts

Do...

- ...organise your material so it is an informative and interesting read.
- ...expect to produce several drafts before you are totally happy.
- ...ask people you trust for feedback.
- ...check university prospectuses, websites and entry profiles for the qualities they want students to demonstrate.
- ...be enthusiastic

Don't...

- ...repeat material already on the application form
- ...write lists – justify!
- ...say that you prefer one university to another
- ...quote books, magazines or publications - the personal statement should be about you
- ...start every sentence with “I”.
- ...use vocabulary you don't normally use.
- ...**leave it to the last minute!**





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Next Steps...

We have produced a workbook to accompany this presentation that can be downloaded from the following webpage:

<https://www1.chester.ac.uk/resources/resources-post-16-students/writing-your-personal-statement>

The tasks and templates in the workbook are designed to help you develop content and structure your personal statement

