

## Top Tips to Writing a Personal Statement



Although, it can take many hours when writing a stand out personal statement, it will be read only in a few minutes. So your personal statement needs to make a powerful impact in a really short space of time. Here are the seven tips to follow to make sure your personal statement can lead to an offer from the University of your Choice.

### Top Tip 1

#### **You Are the Advert**



Think of your personal statement as your own advert and the admissions tutors are product-buying customers. Always remember that the purpose of your statement is to show the admissions tutor that you are the ideal applicant. Prove this in terms of your knowledge and suitability of the area you want to study. Your aim is demonstrate the depth of your knowledge about your chosen course, as well as how you became interested in the subject (or subjects) you've applied for.

In addition to your subject knowledge, you need to make it clear that you're the kind of student a university is looking for. Whatever your age or background, universities want fully motivated applicants who have a variety of interests and experiences and have knowledge of their chosen subject, when making an informed course choice.

## **Top Tip 2**

### **Follow the Form's Instructions**



Depending on the platform you are using to apply, you'll need to stick to the assigned word count. Forms are usually online and between 47-50 lines so you won't be able to write more than this. However, try to use all the space given so you can represent yourself effectively.

Your statement should be in a suitable style of standard writing and error-free English.

### **Top Tip 3**

#### **Know Your Subject**



Brainstorm a list of all that you know about the subject you're applying for. Do this by remembering everything you have studied, read and done that relates to your proposed course. This will probably include subjects studied at A-level/degree, or equivalent programmes in your country.

List topics you've found the most interesting and that have strengthened your desire to study your chosen degree. Note any additional reading you've done – go beyond your set textbooks when writing about this – and include, for example, any classic books in your subject, biographies of well-known people in the field you wish to study, or other relevant publications.

Include a hobby or work experience that relates to your area of study as well. Think of as many examples as possible so you have many to choose from when writing your personal statement.

#### **Top Tip 4**

#### **Are you an Ideal Applicant? Prove It**



Demonstrate you're an ideal applicant by listing all the relevant things you have done. This will prove you have a range of interests and that you make the most of your free time.

You don't need to be an Olympic-standard athlete to show that you are active – it's more to do with explaining how you make the most of your free time and that you enjoy achieving your goals. Try to identify extracurricular or voluntary activities, paid work, hobbies and sport & leisure activities you can include. This will showcase your personal qualities and transferable skills such as motivation, curiosity, persistence, organisational skills and teamwork skills.

Include any awards you have been given such as positions of responsibility, education, sport, or other skills and achievements. This beneficial to keep as you can use it for your intended career after your degree, especially if the degree is a prerequisite.

### **Top tip 5**

#### **Make a Statement**



You've now reached the point where you can turn your lists of evidence into a well-structured statement. You'll need to select the points that are most relevant and add the most value in promoting what you know and what you offer to the universities you've chosen to apply to. Two-thirds of your statement should be related to your subject of study and one-third about your extracurricular activities, work experience and so on.

Make sure that you've written enough so that you are on or almost close to the maximum word limit. Remember to ensure what you've written is clear and organised into paragraphs.

## Top Tip 6

### Check Over Your Statement



Expect to check your statement several times over again by re-ordering and better organising the text until you're satisfied it's good enough to submit.

Get a teacher, friend or advisor to check it as well to make sure you haven't made any errors and have made "your advert" as good as it can be. Your statement will probably take several hours of writing and re-writing to be fantastic.

### Top Tip 7

#### Did You Sell Yourself Well?



Now look over your statement again. Does your advert seem appealing enough? Cross check with the below list to see if your statement answers all these questions.

- Have I shown I'm interested in the subject and degree course?
- Is the University I've applied for right for me?
- Have I read about my subject area? Does it go beyond set books? (Refer to tip 3)
- Have I demonstrated activities and experiences that relate to my chosen degree?
- Have I shown what knowledge, skills and personal qualities I could bring to the degree course and to the university in general?
- Am I 100% sure I've included all the important points I need to mention in the best-possible way?

Got more questions? E: [international@uel.ac.uk](mailto:international@uel.ac.uk)