

## Applying online to 6<sup>th</sup> forms and colleges

### Personal Statements - A Guide for Year 11 Students

#### Sitting down to write your personal statement

- You will not do this in one evening – it will take time
- You may not get it right first time- not everyone does
- Start by getting the ideas down on paper
- Once you have the basic ideas that you want to include and then write in full sentences and paragraphs.
- Remember to use correct punctuation and capital letters at the start of sentences
- When it's finished. Leave it. Read it again the next day. Can you see areas you need to improve?
- When you are finally happy with it, then you can show it to a teacher, parent/carer or Oona your Careers Adviser to check

Sample sentences to help you write your personal statement.

Use the phrases below to help you write your personal statements. Think about how you could improve or extend them and make them personal to you.

#### Introduction

- I am a Year 11 pupil at.....School
- I enjoy (name of subject) the most because.....
- The work that I have enjoyed the most this year has been.....because.....
- I discovered that I.....when I was doing this work.....this demonstrates that I am....
- Other subject area(s) where I have achieved success and made good progress is/are...
- The following subject(s) will be useful for/are essential for the courses I wish to take next year because.....

#### Demonstrating your skills

I have used the following skills in subjects such as.....

(Use you own ideas – below are some suggestions)

- Problem solving ( Maths, Science)
- Working with numbers ( Maths, Science)
- Using information technology ( all subjects)
- Communication – writing, speaking, listening ( MFL, English Humanities)
- Using a foreign language ( MFL, visits)
- Working with others ( sports teams, science, technology, project work)

Give examples of when you demonstrated these skills/talents. It doesn't have to be too detailed.

### **Attendance and punctuality**

Having excellent attendance and punctuality shows your commitment – make sure you include a sentence about it in your personal statement and/or complete this section of the application in full.

### **Work Experience**

- My work experience was at....
- I really enjoyed this because.....
- I learned to.....
- In my future career ( subject name/s) are very important because

### **In the future**

- I hope eventually to go to university to study.....
- With teacher/parents/careers adviser I have discussed working in....
- I have looked into careers in....because I like/am good at.....
- I think I am suited to this kind of work because:

I enjoy working with my hands

I enjoy solving problems

I enjoy creative tasks

I enjoy working with computers

I enjoy talking and communicating with people

I hope to do well in my examinations, particularly in.....

The examinations I think I will do best in are....

In order to achieve my goals/ambitions I need good qualifications in ...

### **Achievements in school**

- Responsibilities
- Sports teams
- Performances
- Residential trips
- Quizzes/competitions
- Lunchtime activities/clubs

### **Other achievements**

What else do you do outside of school? Let the college know what our hobbies or interests you have. It will help them to build a picture about you and the kind of person you are.

### **Final Paragraph**

You can write a standard personal statement about you, but then help it really stand out by making sure the last paragraph matches the college – its vision, values and mission statements ( read the college website carefully). By doing this you can personalise all you applications by just changing the last paragraph.

## Checklist

Have you:

- Demonstrated why you are suited to the course
- Demonstrated why you are interested in the course
- Demonstrated that you are a good student who would be an asset to the college
- Demonstrated that you are a hardworking and committed student

Have you:

- Attended an open day or evening
- Completed ALL sections of the application
- Checked your punctuation, spelling and grammar
- Checked that it is presented neatly
- Have you checked your predicted results? Are they accurate? Check with your individual subject teachers if you are not sure.
- Do you have the correct predicted grades for the course that you are applying for?
- Had it checked by a teacher in school/parent/your careers adviser

Oona Banner Careers Adviser

