

WRITING YOUR PERSONAL STATEMENT



You will need to write a personal statement to support your application for further education or training. This is similar to a C.V. (Curriculum Vitae) which contains other information about **YOU**.

Your personal statement should be approximately one side of A4 and it should be in a font that is easy to read and no smaller than size 12.

Please ensure you proof read your personal statement for any grammatical errors!

You should be concise, honest and accurate with your details, try and remain to the point.

Colleges will receive many applications so make yours stand out for all the right reasons.

Below are some ideas of what to put into the paragraphs:

1. **Introduction:** Your opening sentence may read – ‘I would like to supply you with additional information to support my application for...’
2. **Why you have chosen to apply:** If it is for college, state why you have chosen particular subjects to study. This is important if the courses are popular and demand is high. Popular subjects have been Psychology, Media and Leisure and Tourism.
3. **Achievements in school:** These could include Prefect, Peer Supporter, School Council, House Captain, D. of E., Involvement in Open Days, Mock Trial Competition, Music Examinations taken, Sporting Achievements, Young Enterprise.
4. **Areas for Development:** Briefly mention any challenges you have (if any) and what steps you are taking to overcome them. You may not want to dwell on these, but if you have anything positive to say then mention it.
5. **Style of Learning:** Do you work well in groups? Are you a leader or do you take on a passive role? Do you work independently or with support? What aspect of work best suits you, and why?
6. **Social Attributes:** What do you do in your spare time? Hobbies, interests, clubs and societies; Sport and Music, Recreation, Voluntary Work? Part Time Job?
7. **Work Experience:** Where did you go and what did you do? What was the most valuable thing that you learned from the experience? Refer to your Work Experience feedback form should you have received this back
8. **Referees:** Should your application request a named referee, references can be addressed to Mrs N Smith (nicola.smith4@corbetschool.net).