

# PERSONAL STATEMENT TOP TIPS



[#ReframeYourReality](#)

      @UA92MCR

# STATEMENT STRUCTURE

## 4000 CHARACTERS OR 47 LINES

1. Introduction – discuss subject interest and motivation for your chosen course.
2. Section A – academic accomplishments and subject specific interests.
3. Section B – academic or personal achievements and relevant work/personal experiences.
4. Section C (if applicable or you have enough characters) – relevant hobbies and interests, gap year (what did you do during your gap in education?)

**Tip:** If you are a mature learner include the reasons why you want to return to education, what has brought you to this point and what are your goals for the future.

5. Conclusion – what are your future career goals and how this area of study will support this.

It's important that you embed your transferable skills throughout all of your paragraphs.

**Tip:** If you are a mature learner address the reasons why you want to return to education, what has brought you to this point and what are your goals for the future.

# SKILLS YOU'VE UNEXPECTEDLY DEVELOPED IN 2020

It's important that you include skills and qualities within your Personal Statement that universities value most. You can use your chosen course and university's ethos to support you in identifying which of your transferable skills you should focus on, in your statement.

If you're struggling to think of your own personal skills, then don't worry – you will have learnt skills without even realising during 2020.

Here are some below:

- ADAPTABILITY
- USE OF INITIATIVE
- DIGITAL LITERACY
- FLEXIBILITY
- PATIENCE
- EMOTIONAL INTELLIGENCE
- PROBLEM SOLVING
- MOTIVATION
- POSITIVITY
- PERSEVERANCE

**When writing about your transferable and relevant skills make sure you're focused on showing not telling.**

Don't tell the reader that you are 'good at using your initiative,' talk about what you've done that demonstrates this!

# WINNING WORDS FOR YOUR STATEMENT

You may be struggling to think of inspiring sentence starters or winning words to demonstrate your passion for your chosen degree. You can use these winning words as a starting point.

For instance: “I succeeded in my aim to...” “I surpassed expectations by...” “My dedication to my part-time job meant that I was able to...” “I successfully showcased...” “At college, I demonstrated...”



# WHAT TO AVOID

## Clichés

“Since I was young...”

## Famous Quotes

Admissions staff want to hear what you think, not a famous person. So avoid the temptation to begin, end or include anywhere!

## Bad Language and Slang

It might go without saying, but avoid, avoid, avoid!

## Complicated Vocabulary

If you can write it simply then do so. It's much easier to understand this way.

## Jokes

This is a formal piece of writing so best steer clear. Not everyone may see the funny side.

## Poor Spelling and Grammar

Get someone to check your spelling and grammar as spellcheck isn't always reliable.

## Inappropriate Email Addresses

# HOW TO REDRAFT

## Take Time Away

Ensure you take a break so that you can look at your personal statement with fresh eyes!

## Pretend to be Someone Else

When you're rereading your statement, imagine that you are the future admissions officer. What would their response be?

## Try Colour Coding

Mark all the writing you're satisfied with in green, the writing you're not sure about in yellow, and the writing you know needs to be improved in red.

## Read Your Work Aloud

Reading your statement aloud is a great way to catch any grammatical errors or clunky sentence structure.

## Get Feedback From a Tutor, Family Member and the UA92 Team

If you'd like to receive 1-2-1 Personal Statement support with a member of the UA92 team, just get in touch!

# 1-2-1 SUPPORT



**Katie**  
Applications Adviser



## NEED HELP WITH YOUR UNI APPLICATION?

*At UA92 we've got your back.*

Get in touch with Katie at UA92 with your questions about UCAS, Personal Statements, Student Finance - anything at all!

WhatsApp: [07773 093529](https://wa.me/07773093529)

Email: [KATIE.CAMPBELL@UA92.AC.UK](mailto:KATIE.CAMPBELL@UA92.AC.UK)