

L.O.: TO PRODUCE AN EFFECTIVE PERSONAL STATEMENT

This will be achieved through:

- Presentation
- Writing individual personal statements

PERSONAL STATEMENT:

Over the next few months you will be considering your options for when you leave Kings' School:

Full-time academic or vocational/technical/professional study at college

or

An apprenticeship

WHY A PERSONAL STATEMENT:

What will I need for my application(s)?

- You will be asked to complete a simple application form to provide a few personal, educational and reference contact details
- Most colleges and employers will also ask for a *personal statement* to support your application
- What is a Personal Statement:

‘a short essay (no more than a side of A4) about yourself. Many individuals may apply for the same course or job, you need to stand out, not blend in’

YEAR 11 WRL

PERSONAL STATEMENT

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PREPARING YOUR PERSONAL STATEMENT

Your personal statement should provide an insight into you and can form the basis for discussion at an interview. This is your chance to sell yourself:

- What makes you stand out?
- *Be excited, positive, don't be negative*
- *Be relevant – why you're applying*
- *Explain what skills you have to cope with the challenges ahead*
- *Show/explain how you've made good decisions and what has inspired you, even if you don't know what career you'd like to do*
- *You can use a different version for each application you make*

PREPARING YOUR PERSONAL STATEMENT

Format/things to include:

- ***Why do you want to study here and the course(s)?***
 - *Your motivations for studying this course(s)*
 - *Your knowledge of subject area and interest*
 - *Your future plans and why this is a good fit for you*
- **How have your qualifications and studies helped you to prepare for this course(s)?**
 - *How your studies relate to your chosen course(s) or subject area*
 - *What relevant or transferable skills you have that make you a great candidate*
 - *Any relevant educational achievements*
- **What else have you done to prepare outside of education, and why are these experiences useful?**
 - *Work experience, employment, or volunteering*
 - *Personal life experiences or responsibilities*
 - *Hobbies and any extracurricular or outreach activities*
 - *Achievements outside of school or college*

SENTENCE STARTERS TO GET YOU THINKING.....

- *My favourite subjects are ...*
- *I am currently ...*
- *My strengths are ...*
- *I am proud of ...*
- *My greatest achievement ...*
- *I plan to / hope to ...*
- *While at school I ...*
- *My team ...*
- *I have found/find ... difficult/challenging*

PERSONAL QUALITIES YOU COULD EXPAND ON:

Reliable/dependable

Polite/patient/considerate

Flexible/adaptable

Optimistic/positive

Independent

Conscientious/ hard working

Punctual

Responsible

Confident

Sociable/friendly

Decisive

Practical

SOME USEFUL DO'S AND DON'TS

DO:

- *Discuss your personal skills and qualities*
- *Link your skills and qualities to achievements*
- *Write in neat sentences and paragraphs*
- *Keep to plain English, so it's easy to understand*
- *Keep it concise, no longer than one page*

DON'T:

- *Just list all your GCSE subjects (they will be on your application form)*
- *Say what you are not good at unless you are making a positive statement, like "I am trying to improve on....."*
- *Give false information about your achievements*
- *Waffle or be vague*
- *Exceed the word limit*
- *Don't copy*

LET'S GO!

- Please start writing your Personal Statement on paper in class, using the guidelines and examples provided
- Complete and save your personal statement electronically via Satchel One
- You will need to access your personal statement to upload onto online applications
- If you would like any further support please ask *Mrs Turner or your tutor*