



# **Information to use in your UCAS Personal Statement**

**As part of your Higher Education (UCAS) application- and for any job application- you need to include information about your experience of work, skills developed, your hobbies and interests and anything else which you think may help you to gain a place or an interview.**

**What can you tell your tutor about yourself that will enhance your reference and add depth to your UCAS personal statement for example-research that you have carried out, books that you have read, activities that you have been involved in outside of your subject area.**

**You need to demonstrate a breadth of interest in your subject.**

**Aim to complete the attached Personal Statement template and make sure that a draft copy of your Personal Statement is complete ASAP.**

**Hint- there are a series of useful online tutorials available on**

**<http://www.ucas.tv/>**

## *YOUR PERSONAL STATEMENT*

You need to start to think about what you might include in your personal statement. Come up with some points you could include in your statement for each of the following areas:

What are your reasons for choosing that course?

What are your areas of interest in current studies?

What are your career aspirations?

What employment, work experience ,voluntary work have you undertaken? (e.g. Youth group, church, mosque activity, school, college activities such as peer mentor)

What skills has this work given you (e.g. time management , communication skills etc)

What are your social, sporting and other interests?

What skills have these interests given you (e.g. team working, problem solving)?

What personal qualities do you have (e.g. enthusiastic, hardworking, confident)

## Additional Information from the University of Nottingham

This information sheet has been provided as a general guide for applicants when writing personal statements. However, please note that there will, obviously, be differences from subject to subject, institution to institution and admissions tutor to admissions tutor.

### Admissions Tutors may look for;

An organised, neat and literate statement with no obvious mistakes.

Strong opening paragraph.

A clear interest and motivation for the subject applied for. Why do you want to study the subject? How did your interest develop? How have you pursued your interest in the subject? Have you any particular areas of interest within it – if so, why?

If it is a new subject you have chosen to study give a clear indication that you know what the subject is about and what the study of it will involve.

Explanation of subjects you chose for A2 level or equivalent and skills that you have learned.

Work experience – voluntary or paid. For some courses this will be an essential element of your application, for example, physiotherapy, teaching or medicine. Tutors will be expecting applicants to show a clear grasp of the profession they want to study.

Extra-curricular activities - enough interests, hobbies, responsibilities to show that you are an all rounded person, can manage your time, have energy and enthusiasm. And, of course, some interests may be directly relevant to the course.

If you are planning a gap year indicate in your personal statement how you are planning to spend your time. Make sure you check with the universities you are interested in that they will accept a deferred entry

for your particular course.

Any career plans you have, if relevant.

### Top Tips for Personal Statements

Start with a skills audit which will help you identify your strengths. This is a listing exercise where you write down all the experiences you have and then draw out any skills e.g. teamwork, time management, presentation skills, that may be relevant to your course.

Use proactive language and words, i.e. negotiated, directed, co-ordinated, developed etc.

Write a draft statement first (get your ideas on paper!) and then work on the grammar and sentence development.

Don't leave it until the last minute.

Get your parents, friends and tutors to read through and give constructive feedback.

Focus on skills and text that is relevant.

If you are applying for more than one course, try and link the subjects in your statement and/or justify why you are applying for different courses.

Ask someone to proofread your draft application form for you – checking carefully for spelling, punctuation and grammar.

✦ Give your personal statement to a few people who know you well – it is sometimes hard to 'blow your own trumpet', but others will be able to see if you have done yourself justice or missed anything out about yourself.

✦ Be honest.

Include all of the above!

**Finally, GOOD LUCK! If you utilise all the help and guidance available and do your research properly there is no reason why you won't get lots of offers...**