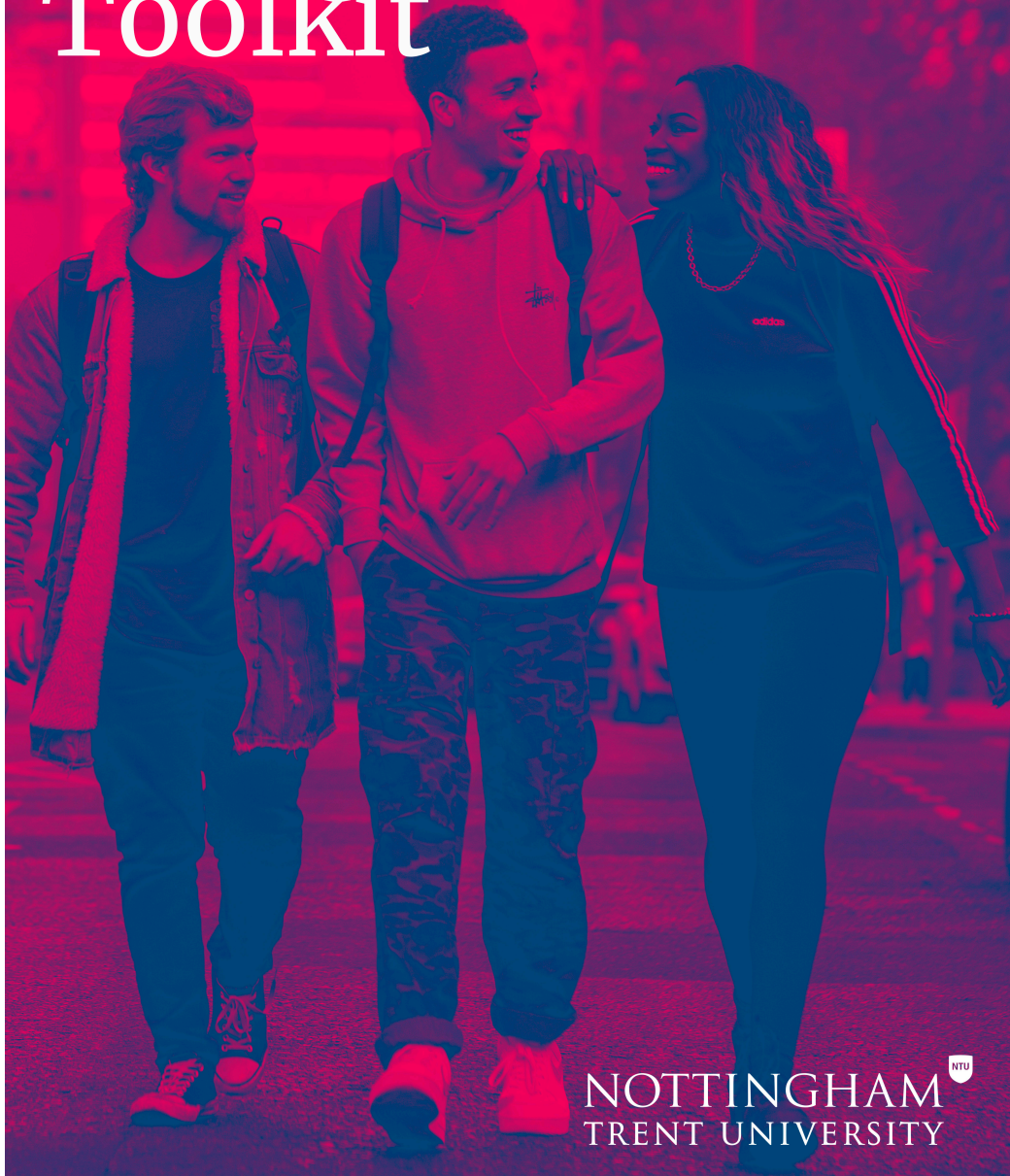


Personal Statement Toolkit



NOTTINGHAM
TRENT UNIVERSITY



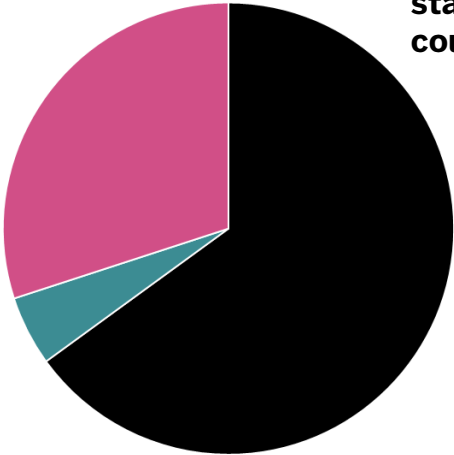
The aim of this toolkit is to help you with your personal statement and give you the confidence to either start it or know you are going in the right direction. The more effort you put into this, the more you will benefit.

Write down one thing that you are good at. This can be anything but it has to be something that you are willing to share with the group:

Talking positively about yourself is a very difficult skill. However it is a skill that you must master in order to succeed in whatever you choose to do in future, not just for university applications.

Top tip

The majority of your personal statement should be focused on the course you are applying for.



- Course (knowledge of subject and skills)
- Extra curricular activities (skills)
- Personal touch

The course

Write down two reasons why you want to do the course you are applying for:

- 1.
.....
.....
- 2.
.....
.....

How will you demonstrate your passion and enthusiasm for the course?

.....
.....
.....
.....
.....

What could you possibly do that will confirm your interest in the course?

.....
.....
.....
.....
.....

Ask a friend

It can be hard to talk positively about ourselves and sometimes it is easier to ask a friend what they think we are good at. Swap toolkits with the person next to you and write down the top three skills that you think they have.

1.

2.

3.

Top tip

Although this is a personal statement and is about you, remember to seek other people's advice. Not only will people help you with your spelling, punctuation, grammar and structure, but they will also be able to help you with what to include. By all means be inspired by this, but do not copy other people's work!

What skills do you have?

Fill in this chart as much as you can. Remember you always need to evidence your skills. You can use examples from in or out of sixth form/college.

Key skill	Example
Organisation	
Communication	
Independent working	
Working to deadlines	
Team working	
Using initiative	
IT	

Activity, Benefit, Course

Activity

Chose an activity you have done

.....

Benefit

What skills have you gained from this?

.....
.....
.....
.....

Course

How can this be linked to your chosen course or how might this benefit you at university?

.....
.....
.....
.....
.....
.....
.....

Still stuck?

Below is a suggested structure for you to follow. Use each of these as a separate heading and write a short paragraph for each one.

Remember to evidence your skills and qualities throughout.

Your reasons for choosing the course
Things that have inspired you
Relevant academic achievements
Relevant extra-curricular activities
Work experience
Experiences of university
Experience not related to the course
Reason for wanting to go to university

What next?

Good luck with writing your personal statement. The sooner you start, the easier it will be. Set yourself a goal below to create an action plan for your next steps.

By

.....

I will

.....
.....
.....

This will be measured by

.....
.....
.....

ANY QUESTIONS?

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