Structuring your statement:

Experience → **Skill** → **Subject**

3 section method:

Section 1: <u>Why</u> you want to study the course?

Section 2: <u>Demonstrate your knowledge of the course</u>. Make clear why you are the ideal candidate for higher education.

Section 3: Detail your <u>relevant experience outside the classroom</u> which shows your dedication to your subject and to H.E.

(Each section can be more than one paragraph)

3 main paragraph components

Try thinking of each paragraph as a 'mini essay' that should have a beginning middle and an end.

Each paragraph should have 3 main components:

- The topic sentence – the sentence that lays out what your paragraph is going to explore.
- Supporting sentence(s) – sentences that provide information which backs up your topic sentence
- Concluding sentence – a 'mini conclusion' that rounds off your paragraph.
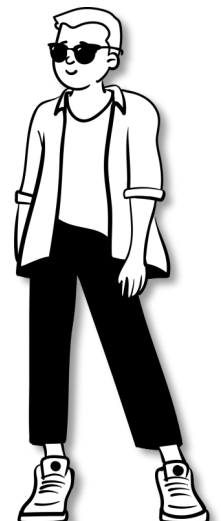
Language tip!

Keep it 'formal' and don't use speech-like phrases and clichés, but also try to avoid sounding like you've swallowed a thesaurus! It should sound professional but still like you.

Tips from admissions staff on concluding your personal statement:

✓ "A strong conclusion should pull together all of your key points."

✓ "You will have a reason for applying to university and to your particular course, the conclusion offers a great opportunity for you to reiterate what this reason is"

✓ "Keep it simple but powerful with strong an eloquent language.

But avoid...

✗ Repeating Information   ✗ Using famous quotes

✗ Introducing lots of new information

Read your personal statement again carefully and tick the relevant box:

Does your personal statement...

	Yes	No	Maybe
Have a strong start?			
Avoid clichés?			
Use quotes with caution?			
Sound like you?			
Demonstrate your interests?			
Demonstrate your motivations?			
Have a strong conclusion?			
Have correct spelling, punctuation and grammar?			

Is it...

	Yes	No	Maybe
Relevant? (Ask yourself "So what?")			
Positive?			
Concise?			
Accurate?			
Well-structured?			
Original? (Your voice!)			