



Personal Statement Worksheet

This worksheet aims to prompt thoughts for writing your personal statement, don't worry if you don't have an answer for every question. Just use it as a guide to gather your ideas before using the guide on the other side!

Subject information

- What subject are you looking to study:
- Why that subject:
- How did you become interested in that subject:
- What are your career ambitions ... and why:

Subject information - more depth

- Which topics in your subjects interest you most?
- What interested you about this topic - how will you develop your interest?
- Did you need certain skills for this topic?
- How do your studies link to your choice of university course?

Extra Curricular Academic

What have you done that shows your interest in your subject beyond lessons?

Research, essays, EPQ, articles, Ted Talks, MOOCs, work experience, volunteering

	Time Management	Research Methods	Initiative	Resilience	Teamwork	Organisation	Other

Extra Curricular Personal

List your relevant Work Experience / Volunteering / Responsibilities / Hobbies
What skills did these have that will be useful at university?
Have you worked to develop these skills?
Any other life experiences that would help?

	Time Management	Communication	Teamwork	Independence	Problem Solving	Commitment	Other



Questions

Question One:

Why do you want to study this course or subject?

- What subject you want to study
- Why it interests you
- An experience which begun/developed this interest
- Career aspirations

Question Two:

How have your qualifications and studies helped you to prepare for this course or subject?

Use ABC (Activity, Benefit, Course) going into depth with experiences in educational settings. Remember two clear, detailed examples are better than lots of comments with limited detail. The worksheet should help a lot with this section.

- Projects, Research, Essays, Modules, Lectures, Events, MOOCs, Ted Talks, Essays, Placements etc.
- How these experiences developed your understanding and enjoyment of the subject.
- What useful skills or knowledge you gained from them – did you go on to develop these?
- Career aspirations, future ambitions and how they relate to the course.

Question Three:

What else have you done to prepare outside of education, and why are these experiences useful?

As above, use the ABC format to give detail about the transferable skills you have acquired and how they will link in with your course and future career aspirations.

- Work Experience, Placements, Volunteering, Extracurricular activities, Skills, Positions of Responsibility, Hobbies anything else you feel is relevant.
- Do these experiences relate to your subject? Why are they relevant?
- What useful skills or knowledge you gained from them – did you go on to develop these?

Key Info

A personal statement is all about you. You need to say why you want to enrol on a particular course – and why you feel you have the ambitions, skills and experience for it.

- No more than 4000 Characters or 47 lines, whichever comes first.
- Formatting such as bold, underlining and italics does not come through on UCAS.
- Avoid non-standard characters- £ will be replaced by GBP which will change your character count.

Top Tips

- Just start writing, a blank page is scary.
- Aim for short, punchy sentences that get your point across.
- Use Word to check for spelling and grammar mistakes – but be careful!
- Read your finished personal statement out loud to check for mistakes.
- Avoid cliches like 'I have always wanted to...' instead talk about you and your experiences.
- Starting sentences with your experience makes it easier to explain the skills you have gained from it. For example:
I enjoy playing sport > Having enjoyed playing netball...
I enjoy socialising > Socialising is important to me because...
- Watch out for AI and Plagiarism – they will be checked by UCAS and your University.
- Keep a copy! You'll need it if you have an interview.
- Ask for feedback on your personal statement from friends, family members, careers advisors and us!

Send us an email at
schoolsandcolleges@cardiffmet.ac.uk
if you need some help!

www.cardiffmet.ac.uk