

Guide to Writing Your Personal Statement

UCAS Progress: requires two written sections. (This needs to be recorded on a computer to be copied and pasted onto your application when you start applying in November) UCAS Progress does not have a spell check facility and therefore you need to do this in advance. This is probably one of the most important documents you will have ever written so be very careful to do your very best and present yourself well.

Personal statement for UCAS Progress application: colleges and apprentice training providers are looking for a certain type of young person who shows determination, involvement in the life of their college, and commitment to the course of study you have chosen. **This is NOT an exercise** but is for real and is your opportunity to present yourself well.

1st Paragraph

Your involvement in the life of this school. Keep it brief and to the point.

Subjects you could write about: I like to involve myself in.....

- Sports Activities / Extended services Clubs of all kinds /Musical talent / Charity Events...
- Trips you have gone on like Field trips / Visits to Universities/Skills Show / Theatre visits, etc. (try to explain what you have learnt in terms of your future and your development as a person)
- Responsibilities you have been given / Student Council/ Ambassadors /Anti-Bullying etc. (What have you contributed and given?)
- Extra revision classes you have attended during or after school (period 6) This shows your commitment to learning.
- Gold Standard behaviour, rewards from My Stickers... Show the colleges you are reliable, hardworking and well behaved.
- Award evenings / Attendance Awards / student of the month nominations (write about these and specifically what awards)

2nd Paragraph

What you do outside of School.

- Similarly, sports activities and clubs / Drama and Dance clubs / Cadets / Extra courses / evening classes. Write about these briefly.
- If you want to do Motor Vehicle /Catering / ICT / Construction / Drama / Art/ Sport.... what do you do in your spare time to demonstrate this? Cook for the family, put up sheds, draw and paint at home, e.g. 'build my own bike and decorated my own bedroom' and so on.
- What responsibilities do I have at home? Caring for younger children / looking after an elderly neighbour, looking after animals, paper rounds and part time work.
- Voluntary work. Particularly if you have a specific career in mind. An example of this might be those wanting to get into Animal Management courses and have done voluntary work with the City Farm or RSPCA and so on.

3rd Paragraph

What are your reasons for selecting your particular course?

Note: Some of you won't be able to write this yet because you need to read the college prospectuses / go to the college websites on courses / attend open days from September / attend the Careers Fair in October with parents / speak to tutors / Connexions interviews. / UCAS Progress website. (All this is coming up for you in the next couple of months BUT you need to take responsibility and start planning / discussing with your parents and staff here in the school.)

For those of you who can start on this.

Some ideas for this para:

I wish to study A levels inbecause

I think this type of study suits me because.....

In the long term, I am interested in becoming.....

I hope to use my courses at college to go onto university and perhaps study.....

I hope to get into the field of (science based careers / art and design careers / healthcare / social work careers / engineering / computer related careers / business related careers) and so on.

I am attracted to College because.....

Whilst trying to get into a college course I am also trying for apprenticeships in.....

The courses I have chosen will challenge me in the following ways.....

I am determined to make a success of myself because.....

Work Experience (Work History)

Section on UCAS Progress Application that you can work on now whilst this is fresh in your mind

My work experience placement was at where I was involved in the following tasks:

During my work experience I was most proud of

I developed all sorts of different employability skills including..... (positive attitude to work/ dealing with customers/ Time management / IT Skills / Communication skills / Understanding of business or healthcare or education / Team Work / Using initiative / other skills.

I demonstrated a positive attitude by.....

I showed I can solve problems or work in a team or deal with customers by.....

My employers were really positive about my work experience and said.....

My work experience taught me that.....

My work experience has inspired me to try and get into this type of employment and use my college course to.....