



QUEEN'S PARK HIGH SCHOOL

Personal Statement Guidance Sheet

Para 1 – Little introduction to why you are applying to the course and why your application is important, how you will enhance the course!

Two of the most important things to include are:

- **why you're applying for the course you've chosen:** this is particularly important when you're applying for a subject that you have not studied before. Tell the university the reasons why that subject interests you, and include evidence that you understand what's required to study the course, eg if applying for psychology courses, show that you know how scientific the subject is.
- **why you're suitable for the course:** tell the universities the skills and experience you have that will help you to succeed on the course.

Also think about:

- how your current or previous studies relate to the course(s) that you have chosen
- any activities that demonstrate your interest in the course(s)
- why you want to go to university or college.

This should give you an idea of how important it is to show **why you want to study the course** and **what you can bring to it** - especially because it might be compared with other applicants applying for the same course.

Para's 2,3,4,(5) - Subject Specific Paragraphs

Write about your subjects in order of relevance for the course. Use the course descriptions in the prospects. Describe how the areas you have enjoyed are relevant

Para's 6 & 7 – Non School Related Information

- DIP, Outside Interests, Non Academic Qualifications, Extra Curricular Involvement, Work Experience, Current Employment.

Skills and achievements

Universities like to know the types of skills you have that will help you on the course, or generally at university. They also like to see if you've been involved in any accredited or non-accredited achievements. Include:

- non-accredited skills and achievement which you have gained through activities such as:
 - ASDAN (Award Scheme Development and Accreditation Network) awards, for example, Universities Award
 - CREST awards
 - Diploma of Achievement
 - Duke of Edinburgh Award
 - Millennium Volunteers Scheme
 - OCNW Level 3 Certificate in Personal Development for Progression (previously known as the Liverpool Enrichment Programme)
 - vifty award
 - WorldWide Volunteering Certificate of Volunteering Achievement
 - Young Enterprise.
- accreditation achieved for any activities in preparation for higher education, for example through the ASDAN Aimhigher Certificate of Personal Effectiveness (CoPE qualification).
- any other achievements that you are proud of, eg reaching grade 3 piano or being selected for the county cricket team.
- positions of responsibility that you hold/have held both in and out of school, eg form prefect or representative for a local charity.
- attributes that make you interesting, special or unique.

Hobbies and interests

Think about how your hobbies, interests and social activities demonstrate your skills and abilities. If there's anything that relates to your course or to the skills needed to complete a higher education course, include it - the more evidence the better.

The Assistant Registrar for Undergraduate Admissions from University of Warwick says that:

'The strongest applicants are those who can link their extra-curricular activities to their proposed course of study.'

Your statement will be more convincing and personal if you write about why an experience, activity or interest makes you a good candidate for the course.

Include enough additional information to make it interesting and to demonstrate your own interest. Rather than making a statement such as

'I enjoy badminton'

try to provide context and show what you have learnt

'I play badminton twice a week with a club that plays in local competitions and I play in both singles and doubles matches. Doubles matches requires good team working, an ability to support your partner, to devise a game plan but be able to adapt it as required and fast reactions. I enjoy the social side of the club and take responsibility for organising the social activities and fundraising events. This gives me an opportunity to develop my organisational and planning skills. Fitting in all these activities while keeping up with my academic studies demands good time management and I think I do that very well.'

Work experience

Include details of jobs, placements, work experience or voluntary work, particularly if it's relevant to your chosen course(s). What have you **learned** whilst undertaking that experience (paid or unpaid) Try to link any experience to skills or qualities mentioned in the Entry Profiles. For example, rather than just saying

'I spent two weeks working at a department store. I enjoyed speaking to customers and helping them with their enquiries'

you could say

'I spent two weeks managing customer enquiries at a department store. I learnt how to interact with customers and handle complaints. The experience highlighted the importance of positive communication between a business and its customers, and taught me how to manage difficult enquiries effectively. I would like to develop this skill further by studying a degree in public relations.'

Para 8 - Closing Statement

Try to end it with a positive statement - it could highlight your interest in the course(s) or explain how you think you will benefit from higher education. However you choose to end your personal statement, it is your final chance to impress. Try to end it with a positive statement - it could highlight your interest in the course(s) or explain how you think you will benefit from higher education. However you choose to end your personal statement, it is your final chance to impress