

## WRITING A PERSONAL STATEMENT

A personal statement is a summary that outlines your skills, experience and qualities. Although your personal statement should be unique, there are standard elements that you should cover. Below are some tips on what to think about.

### 1. KNOW YOUR AUDIENCE

The employer will usually have a job/person specification or summary for the role they are advertising, giving you an idea of the information you should include. Look at the employer's website so that you can tailor your statement to make it relevant (top tip - create a list of bullet points you want to include about the company and how you fit - doing this will save time as you can better structure your personal statement). Read any guidelines or instructions, and when you have finished, check that you have met all the requirements in their specification. If possible, get someone else to check this for you.

### 2. INTRODUCE YOURSELF

Write a personal introduction which focuses on bringing out your best qualities. You need to capture the reader's interest so a good place to begin could be to explain what has driven you to want to work in this particular career or area of employment.

### 3. SHARE RELEVANT SKILLS, INTERESTS AND EXPERIENCES

Write about your relevant experience, talents and achievements. This should include the following:

- Your experience: Include all of your previous work experience relevant to the role you are applying for. If you don't have any work experience, think about what else you have done which might be relevant e.g., captained a sports team at school, completed Duke of Edinburgh Award, computer programming, mentoring, debate society, member of the school council, fundraising etc
- Your achievements: Your personal statement should tell the employer what kind of accomplishments you've achieved in your professional or personal life. As a rule, include all your academic achievements and any relevant training certifications. Also, consider mentioning any other relevant awards you may have received, such as relevant industry awards or non-academic school achievement (attendance etc)

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- Your talents and skills: Mention the skills you have developed throughout your education and in any past roles. Focus on specific skills that are relevant to the job you are applying for
- Attributes you can bring to the company: Explain why you feel you would be an asset to the team. As well as mentioning your experience, discuss how you are keen to expand and develop your existing skills or work with a team that will help you further the employer's goals
- Your future goals: Outline how you think the job you are applying for will help you achieve your academic or professional goals

#### 4. CONCLUDE YOUR STATEMENT

End with a strong conclusion summarising what you have already discussed in a way that will leave a lasting impression on the reader. The conclusion should remind the employer of the most important points, summarise why you want to work for them and make them want to choose you.

#### 5. PROOFREAD

After completing your personal statement, take a break from it for at least twenty minutes (preferably overnight), then come back and read it through. It's crucial that you take the time to proofread and edit your statement. If possible, get someone else to check it for you as well for any spelling or grammatical mistakes.

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