



# CRGS Sixth Form: *Getting Started on your Personal Statement*

**CRGS *Futures* Series Presentation 3: Mrs Johnston**



“The future  
depends on  
what we do in  
the present.”

Mahatma  
Gandhi

# CRGS *Futures* Series

This is the third CRGS Sixth Form Futures presentation:



1. *An Introduction to CRGS Futures*
2. *A Brief Introduction to Applying to University*
3. *Getting Started on your Personal Statement*
4. *Completing your UCAS Form*
5. *A Brief Introduction to Applying for Higher and Degree Apprenticeships*
6. *A Brief Guide to Student Finance*
7. *A Brief Guide to Specialist Admissions Tests*
8. *Replying to Offers*
9. *A Brief Guide to Results Day*

## WHAT IS A PERSONAL STATEMENT?



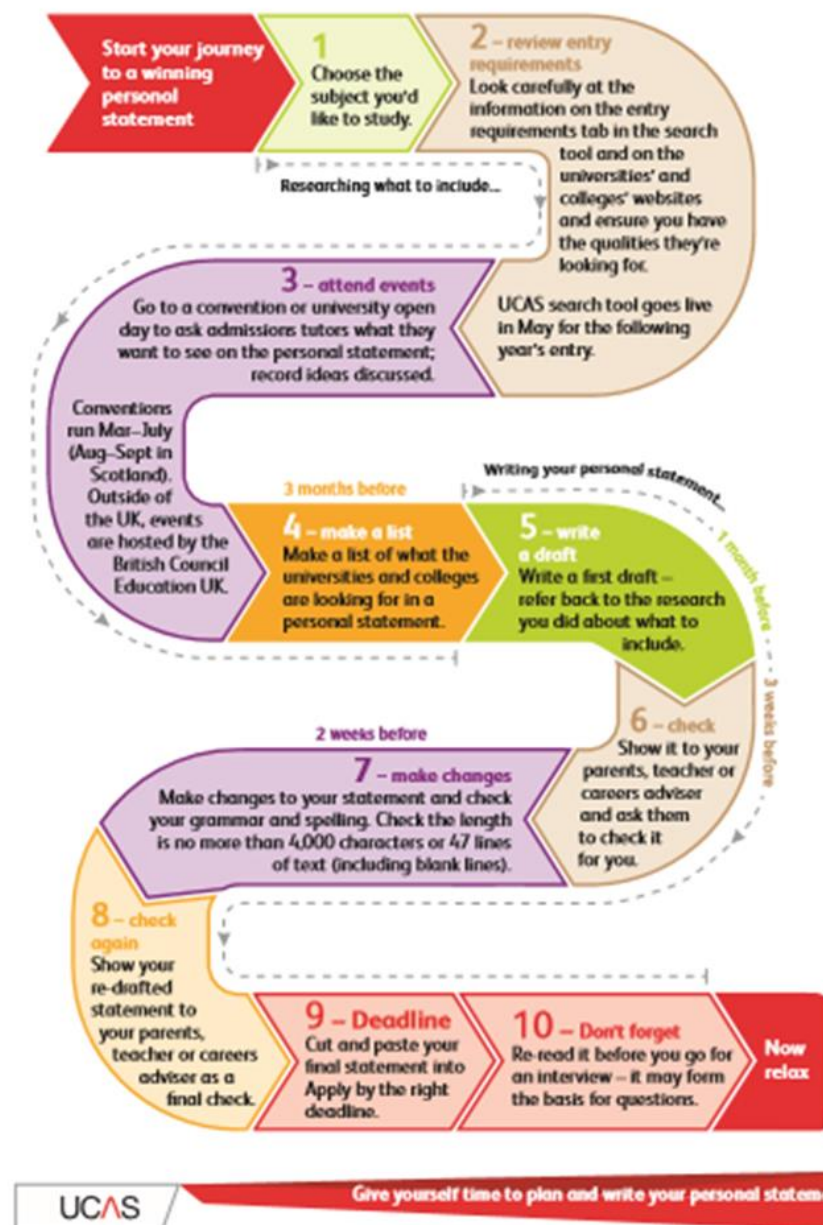
# What is the UCAS personal statement?



- The personal statement is a section of the UCAS form written by the applying student. It is 4000 characters/47 lines long (about two thirds of a sheet of A4)
- It is your opportunity to “sell yourself” to the university
- The purpose is to persuade the Admissions Tutor to give you an interview (certain courses) or an offer of a place
- Admissions Tutors are university lecturers who have been given the responsibility of choosing which students should receive offers
- Admissions Tutors use your UCAS form (including the personal statement), your exam grades, predicted grades and reference (written by your Senior Tutor) to make a decision.



## My personal statement timeline

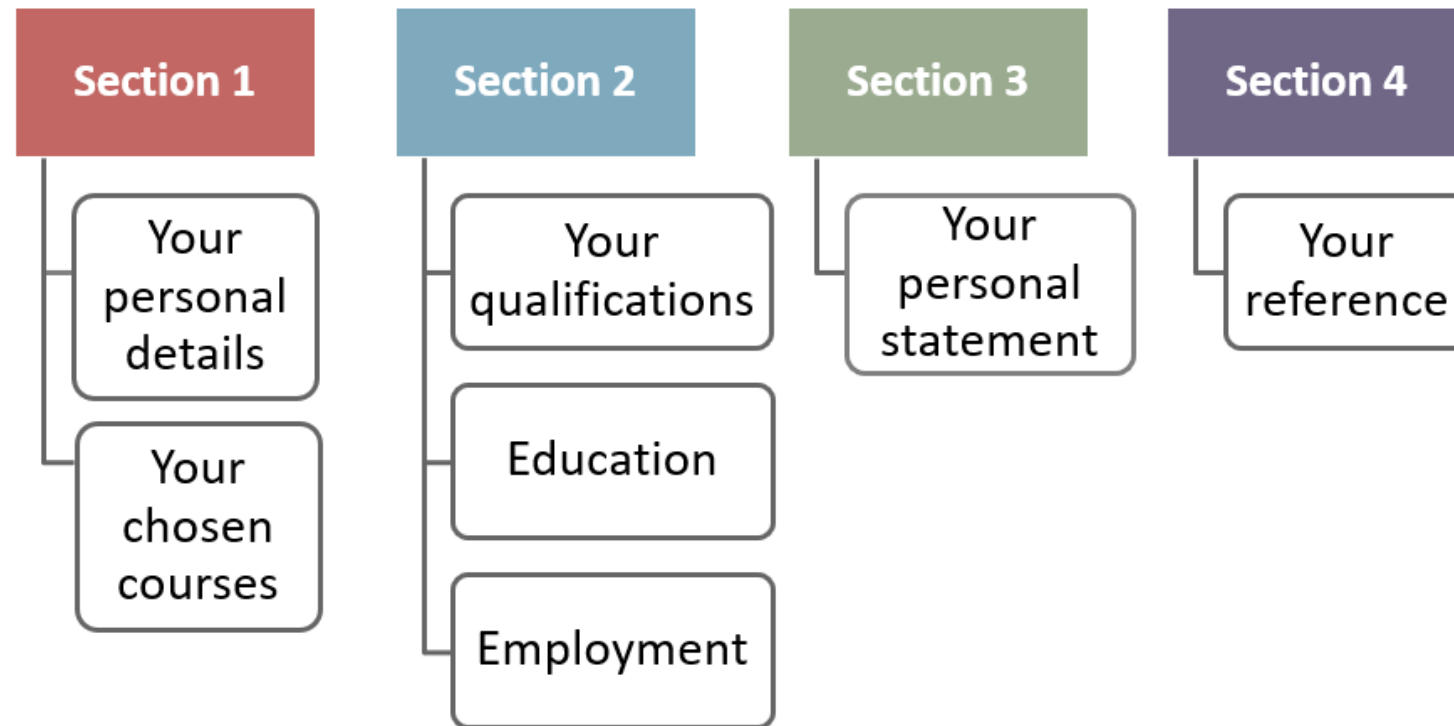


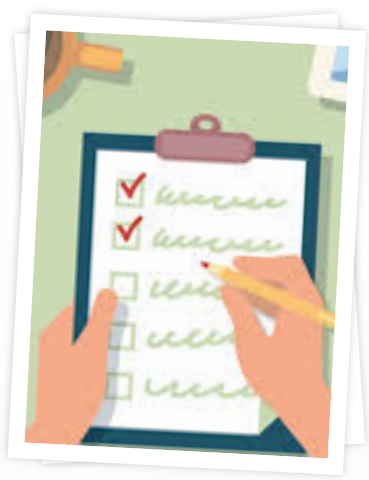
UCAS video  
guide to  
writing your  
personal  
statement





# What is included on a UCAS form?

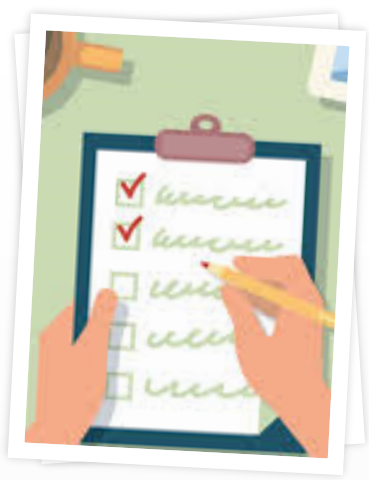




# When writing your personal statement, you should try to:



- ✓ Write well – Admissions Tutors want to see you are literate and able to communicate your ideas effectively
- ✓ Make it clear why you want to study that particular course
- ✓ Include examples and evidence of your skills and experiences
- ✓ Link your current studies to the specific course you wish to study
- ✓ Mention any particularly interesting work you have done e.g. field trips , EPQ etc., and **explain what you learned from the experience**
- ✓ Explain what makes you different/special
- ✓ Include extra-curricular activities – they show you to be an adaptable, well-rounded individual, who can manage their time effectively.



## Things to avoid in your personal statement:



- Don't waffle – get to the point and don't waste your words
- Don't make assertions about your personal qualities without providing evidence
- Don't say you enjoy socialising , shopping or other very ordinary interests – it adds nothing and just wastes valuable words when you could be selling yourself!
- Don't copy a friend or siblings or pay someone online to write one – UCAS have very sophisticated anti-plagiarism software. If caught, you are not allowed to apply until the next year. This DOES happen!
- Don't lie – if interviewed, you will be quizzed on things you have included.



# What can I do to make sure that my personal statement stands out?



- ✓ Research your course choices in detail to make sure that you can tailor your personal statement to the courses you have chosen
- ✓ Get involved – hopefully you have been seeking opportunities to get relevant experiences, but if not, get going!
- ✓ Develop skills – initiative, team work, creativity are all welcomed by Admissions Tutors
- ✓ Start planning and drafting your personal statement – you can then finalise it in September rather than starting from scratch. You should expect to do several drafts
- ✓ Remember there is guidance in the CRGS Futures Booklet.





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## The structure

1. Why do you want to study the course?

2. Academic interests

3. Your life / work experience, skills and achievements

4. Concluding statements

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## 1. Why do you want to study the course?

Why does that subject interest you?

How do your current studies relate to the degree?

What skills do you possess that make you an ideal student on the course?



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## 2. Academic Interests

What have you done in school/college to develop your interest in the subject?  
(trips/books/wider reading/documentaries...)

How does your course relate to current affairs?

Have you done anything outside of school / college related to your academic interest?



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## 3. Your life/work experience, skills and achievements

You will have more transferrable skills than you realise.

Don't include any skills or achievements you wouldn't be able to talk about.

Remember!

Work experience is not essential for all courses.

Research and see if your course does require relevant work experience.

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## Transferable Skills:

- Confidence
- Communication
- Leadership
- Organisation
- Teamwork
- Problem Solving



**Top Tip:** Pick out the best examples of how and when you gained these skills!  
Always ask yourself why are you including it



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Lancaster  
University 

Hobby (example)

I enjoy playing basketball and would like to continue at university:

Learnt to adapt quickly to a game plan

Excellent team working skills

Displayed strong leadership qualities

Demonstrated time management and organisational skills



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## Example of life / work experience, skills and achievements

Taken from a 2016 entry applicant:

... I am the **Assistant Head of the Sports Committee**. This demonstrates **responsibility** and **commitment**, whilst also engaging with the scholar environment to work towards a better Sixth Form. I enjoy **playing** a variety of **sports** representing both my school and the county. I **captain** ...., showing **teamwork** and **communication** skills. I am proud to be a student who is **hard working, highly driven, determined, organised, and excellent at communicating and learning independently**. I also excel with my **numeracy** skills. I have demonstrated this by becoming a **peer mentor** to a younger Mathematics student and I have completed a **MOOC** on the topic of 'Real World Calculus'. This proved to be highly beneficial in developing my **numerical and problem solving skills**, and enhanced my interest...

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## 4. Concluding Statements

Summarise your personal statement

Mention any career plans – if you have them!

Focus on the course – why should you be offered a place?

What can you offer the university?



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## Example of concluding statements

Taken from a 2018 entry applicant:

After studying Economics for what will be 4 years - through GCSE to A Level - and persistently performing at the top level, I am **confident** that I have the **necessary skills** and aptitude to successfully complete a degree course in Economics, and I am **excited** at the prospect of doing so. In the **future**, I aspire to become ... and a **degree** from your university will **suitably equip** me to **achieve my goal**.



# Useful Resources:

- [Top 5 personal statement questions answered by admissions tutors](#)
- [Ten places to get personal statement pointers](#)
- [Student blog UCAS a recent student's guide to writing a personal statement](#)
- [Preparing your personal statement](#)
- [UCAS personal statement worksheet](#)

