

# Personal Statement Help Sheet

A personal statement is your opportunity to sell yourself by highlighting all you have done in school and outside and what you hope to achieve in the future.

Your personal statement should be no longer than one side of A4. It should be set out in 6/7 paragraphs. Each paragraph should relate the following information:

Steps to completing your personal statement:

1. Read the example.
2. Look at the help sheet.
3. Write your own.
4. Get it checked by your form tutor, or another member of staff.
5. Save and print out a copy.

## **Introduction – Personal Qualities and Skills**

I am currently in Y10 at St. Paul’s Way Trust School studying for 9 GCSE’s. Describe yourself in a positive way:

honest	caring	responsible	hard working
creative	thoughtful	polite	self-motivated
imaginative	friendly	co-operative	independent
willing	confident	intelligent	ambitious
kind	tenacious	organised	Respectful

Describe your strengths and say what you can do. I can...

Communicate well	Relate well to others	Prioritise my time effectively	Use my own initiative
Work well as part of a team	Cope well under pressure	Motivate others	assume responsibility
Take charge of situations	Listen and respond to instructions	Listen to others	Take care of others

I have...

ambitions	Good communication skills	Good leadership skills
Empathy with others	Good ideas	enthusiasm

## **Academic Achievements (predictions)**

How well are you progressing towards your target grades? On track, below in a subject but working hard to improve, exceeding in an area?

Do you put effort into the work you produce?

Is homework done on time and to the best of your ability?

### **Attendance and Punctuality**

Are you regularly/always punctual to school?

Is your general attendance good/excellent?

Have you had certificates awarded for 100% attendance?

### **School Involvement and Responsibilities**

Everyone should have something to write here.

Are you a Prefect/member of JLT? What does this involve?

You could also refer to involvement in any of the following:

School teams	Helping at Parents' Evening/Open Evening etc.
Taking part in charity events	Peer mentoring
School Council	Attending school trips/visits
Pupil Voice	Buddying younger pupils

### **Outside Interests**

Everyone has lots to talk about here but try to be concise whilst informing the reader. Talk about membership of any clubs such as:

Sporting teams	Clubs/societies	Duke of Edinburgh	Police Cadets
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Make reference to any achievements such as being awarded a black belt, player of the year etc.

Other interests may include cycling, cinema, keeping pets, cooking etc.

### **Work Experience**

Where you worked.

What you did (briefly).

How you got on with your colleagues.

What you learned.

### **Future Ambitions (why you want to study at...college)**

Even if you are not sure, think about which courses you may like to take and what these may lead to.

A levels, with a view to going to university.

BTEC in ... with a view to going to university / pursuing an apprenticeship / gaining new skills ready to seek employment.