

Personal Statement





The main aim of the statement is to **show that your passion, curiosity and knowledge**. It provides **evidence of relevant skills and your potential**. You need to **communicate genuine interest** and a **desire to continue learning**.

You can demonstrate a **link to your academic, extra-curricular and other experiences** to your **chosen area of study**. Ensure that you **explain why the examples that are being included** and **what you have learnt from them**.

Universities may invite you for an **interview as part of the selection process**. Some courses will ask for an **online or physical portfolio of work**.

Remember, anything you say in your personal statement is **likely to be brought up at the interview**, so **keep a copy to re-read** beforehand.

Write your personal statement **initially on Unifrog**, and then **copy and paste** it into **your online application when directed** to do so by your form tutor.

Check the 4,000 characters (this include line breaks, spaces etc).

Minimum character count of 350 per section.

When you do **add it to your application**, **save it regularly** as it **times out after 35 minutes of inactivity**.

<https://www.ucas.com/applying/you-apply/what-and-where-study/university-events-and-open-days/hub-live-sessions>



TELL
YOUR
STORY



Recent, Reflective, Relevant

The examples you include in your Personal Statement should be recent, reflective, and relevant to the course you are applying for!

Use the **PEEL structure** to help you expand what you write and to ensure that you have chosen examples are relevant to the course or subject:

- **P = Point** – What did you do? e.g. Work Experience
- **E = Evidence** – What did you gain from the activity?
- **E = Explain** – How will this help you in the future?
- **L = Link** – Link it back to your chosen course



Question 3: What else have you done to prepare outside of education, and why are these experiences useful?



Be **reflective** and **demonstrate further suitability** for your chosen course or subject.

Work experience, employment, or volunteering

- In-person or virtual work experience.
- Paid for work or volunteering.
- The key thing is reflection on the experiences and the skills gained relevant to their chosen course(s).

Personal life experiences or responsibilities:

- Is there a situation they've personally overcome that has influenced their decision?
- Are there personal experiences that have helped them develop essential qualities for the course?

Hobbies and any extracurricular or outreach activities:

- Think sports, reading, community work, summer schools.
- Any activities outside of core studies that help further showcase why they'd make a great student.

Achievements outside of school or college

- This could be a position of responsibility for local clubs or groups, competitions, or qualifications they've attained outside of the classroom.

Note: Oxbridge applicants will need to emphasis their super curricular activities

Examples:

In person work
experience

Blogs & vlogs

Positions of
responsibility

Projects or essays

Mentoring

Virtual work
experience

Documentaries

Awards

Books

Tutoring

Work shadowing

Podcasts

Challenges

Influencers

Online subject
courses

Paid employment

TED Talks

Personal life
experiences

Hobbies

Trips or visits

Volunteering

Articles

Work based
learning / training

Clubs

Competitions



Example of Question 3

In summer 2013, I was selected for the Sutton Trust Summer School at Durham University, with a Geography focus. I developed a range of skills in peer collaboration and discussion whilst being challenged by exciting new material. The river exploration completed during the course provided a contrasting experience to my research completed previously along the river Grwyne Fawr, Wales. I have completed a two-week placement with Skanska: a multinational construction and development company. Working on the Cross-Rail Paddington Station Project allowed me to understand the associated environmental concerns and the precautions required to preserve the local area. Completing a variety of tasks within strict time frames enhanced my time management and self-discipline. It made clear to my manager that I have the potential to develop new abilities, as well as building on my communication skills and maturity. To supplement my curiosity, I read National Geographic and enjoy publications of widely acclaimed scientists such as Dr Iain Stewart and Richard Dawkins. The knowledge and understanding I gain from wider reading has allowed me to develop a synoptic understanding of Geography.



Section 3 Notes:



Question 2: How have your qualifications and studies helped you to prepare for this course or subject?



Focus on what is **most recent** and **relevant** to your chosen course or subject.

How their studies or training relate to chosen course(s) or subject area:

- This could be current or previous studies.
- From any form of formal education – think school, college, training provider, or short online university course.

What relevant or transferable skills they have that make them a great candidate:

- Are there a couple of subjects that helped develop a core set of relevant skills required for their chosen course(s).
- Maybe a particular module or project helped them understand where their interests and strengths lie.

Any relevant educational achievements

- Universities and colleges will see grades on their application - don't waste space talking about these.
- Focus on accomplishments like a competition, holding a position of responsibility or representing the school/college.

Example of Question 2:

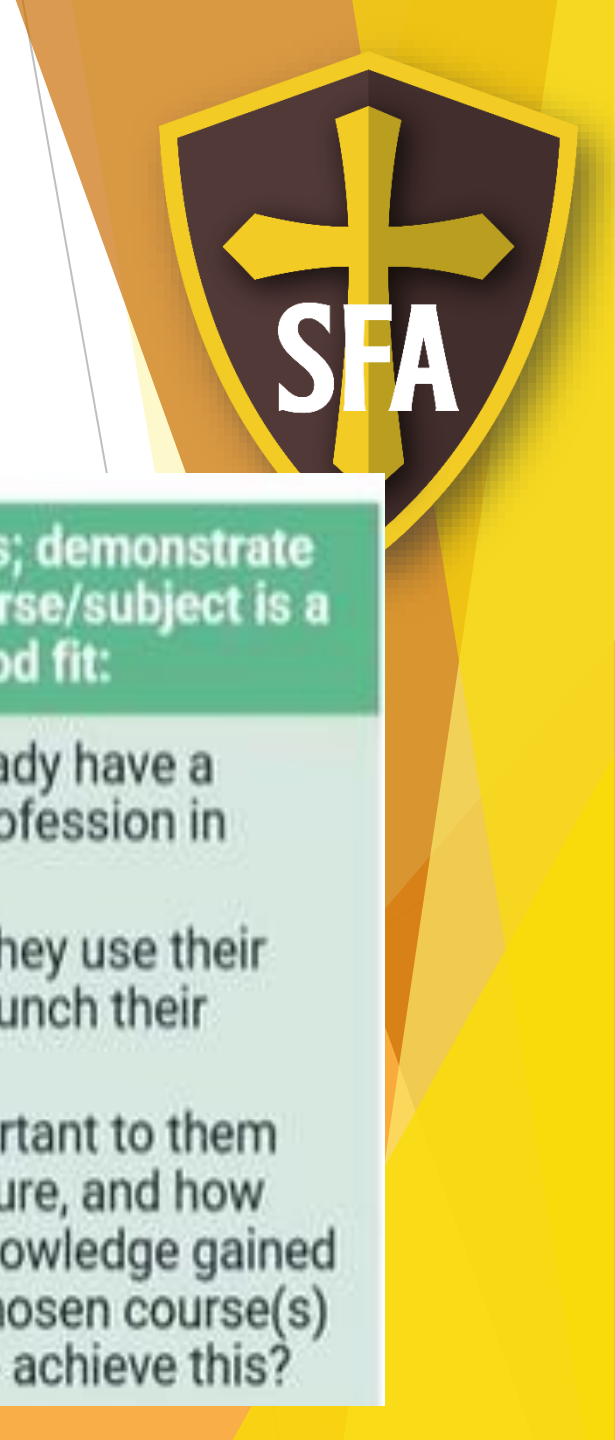
Sociology has provided the opportunity for me to carefully cross-reference my learning through other subjects. Assessing different perspectives on the causes of societal issues and the political solutions required allows previously accepted models to be evaluated and improved over time. I relate this to my studies in Geography, where I am able to understand the reasons behind government actions and how these may impact society and the environment, both spatially and temporally. Chemistry has allowed me to understand the interactions between particles on a micro-scale and how they behave in dissimilar environments. Being able to appreciate how the latter arises with due regard as to why these changes occur has furthered my analytical skills. I now have a detailed comprehension of how seemingly small changes can lead to greater consequences. Topics such as 'Chemistry of the Air' provided deep insight to climate change and how the government are attempting to find alternative resources to minimise an ever-increasing problem.



Section 2 Notes:



Question 1 – Why do you want to study this course or subject?



This question will demonstrate **your passion, curiosity and interest.**

Motivations for studying this course(s):

- Have they been inspired by a key role model or moment in their life?
- Is it a subject they love and want to pursue further?
- What is their drive?
- How has their path led them to this course or subject area?

Knowledge of this subject area and interests:

- Is there a particular subject area they've researched?
- Something they can't wait to learn more about?
- What about a book or subject expert doing great things that's sparked their interest?

Future plans; demonstrate why this course/subject is a good fit:

- Do they already have a particular profession in mind?
- How might they use their studies to launch their career?
- What's important to them and their future, and how might the knowledge gained from their chosen course(s) help them to achieve this?

Example of Question 1

The immense size and complexity of the world has always fascinated me. As such, I have developed a deep appreciation of the rich interactions between the human and physical realms when studying Geography. Arriving at a shared understanding of the world is vital if we are to develop effective environmental sustainability to cater for the increasing population. New disciplines and applications of GIS and remote sensing have recently proliferated; both of which capture my attention. To be a part of this fast-paced, ever-evolving subject is the driving force behind my enthusiasm for it. A degree in Geography will allow me to explore beyond the confines of textbooks and gain a practical experience in understanding physical processes and developing deeper appreciations of contemporary issues.



Section 1 Notes:



Covering Letter (Apprenticeships)



Structure

Specifically addressing the personnel in the company:

- Dear Mr/Mrs XXX

Paragraphs

1. Why are you writing the letter?
2. What relevant experience do you have?
3. Are you suitable for the role?
4. Summary

Signing off the letter:

- Yours Sincerely
- Yours faithfully



Addressing the letter

Jo Yotan
54 The Close
Narton
Herechester
HC5 1CH
joyo@gmail.com
07788 999000

Ms Geraldine Cranefeld
Student recruitment manager
International Engineering
Engineering House
XYZ Business Park
Herechester
HC7 4JP

5th May 2023

Dear Ms Cranefeld

2023 Engineering Degree Apprenticeship Programme



Section 1 – Why are you writing the letter?

Explain:

- Why you are writing the letter.

State:

- The position you are applying for.
- Where you have seen the advert for the apprenticeship position.
- When you are available to start.

I would like to apply for your 2023 Engineering Degree Apprenticeship Programme and am attaching my CV. I would like to get a degree through combining practical, on-the-job learning with classroom experience and I am particularly interested in the Electronics Engineering Programme on offer.



Paragraph 1 Notes:



Section 2 – What relevant experience do you have?

Explain:

- The relevant experience that you have.
- How your skills match the specific requirements of the job description.
- Any additional strengths that you possess.
- How these would benefit the company.



Since completing my A-levels in maths, IT and physics, I have worked at Foodhouse Superstore, covering shifts as rostered. I have mainly worked in stock replenishment, helping out on other teams if needed, including customer service on tills and the shop floor.

I also have a Saturday job at a local car repair workshop. In the two years I have worked there, I have been involved in all aspects of car repair. Recently, I have taken on more of the electronic and diagnostic work, enabling me to use and improve my problem-solving skills.

I did my Year 10 work experience at a HVAC company, where I spent time on site with one of the field engineers and worked in the office to see how jobs are booked and scheduled. I was particularly fascinated by how heating and ventilation systems are planned in the design department.

My time management and organisation skills have helped me to combine schoolwork with my weekend job while also keeping up my sports. I am pleased that I helped my netball team win the cup at the same time as achieving good grades.



Paragraph 2 Notes:



Section 3 – Are you suitable for the role?

Explain:

- Why you are suitable for the role.
- What attracted you to it.
- Why you are interested in working for the company.
- What you can offer the company.

Note: Show off your knowledge of the company from research that you have conducted.

I am keen to work for International Engineering, as a local company which works across the UK and internationally. I would like to use my engineering training to work on your alternative energy projects, such as the collaborations with African nations to reduce the dependency on oil.



Paragraph 3 Notes:



Section 4 – Summary

Explain:

- Reiterate your interest in the role.
- Your desire for an interview.
- Dates and times that you are unavailable.



Paragraph 4 Notes:

