

*This worksheet is designed to help you get together all the information you could include in your personal statement. You can then use this as a starting point for your first draft.*

### COURSE CHOICE

Remember, as a rough guide, use the majority of the space to write about your chosen course. Some competitive universities or courses may prefer a larger proportion of the personal statement dedicated to the chosen course rather than extra-curricular activities.

Why have you chosen the course?

What interests you about this subject area?

What specific topics do you enjoy and why?

What extra reading and/or research have you undertaken related to your chosen subject?

Have you made any relevant visits, for example to art galleries for art courses or to hospitals for nursing etc.?

### CAREER PATH

Do you have any career aspirations?

How does the course tie in with your chosen career?

## PERSONAL ACHIEVEMENTS AND RESPONSIBILITIES

Explain what skills you have learnt and where possible relate to your chosen course

Have you been a prefect? \_\_\_\_\_

Have you been a member of your school council?

Are you involved in peer counselling or mentoring?

Have you represented your school/college or other organisation in a sport? \_\_\_\_\_

Have you helped to organise any events, for example a fundraising event? \_\_\_\_\_

Have you taken part in school/college assemblies or helped with open days? \_\_\_\_\_

Have you had to overcome any problems or difficulties and how did you resolve them or cope with this? \_\_\_\_\_

## EXTRA-CURRICULAR ACTIVITIES

Are you a member of a choir, an orchestra or a band? \_\_\_\_\_

Do you play a musical instrument? \_\_\_\_\_

Do you play any sports?

Have you been involved with any dramatic productions?

Are you involved in any charity or volunteer work?

Are you involved in the Duke of Edinburgh Award?

Do you have any other hobbies?

### YOUR SKILLS

It is a good idea to mention any skills that you have gained through your work experience, voluntary work or extra-curricular activities and give examples of when you have used them. Your work experience or hobbies may not always seem to be directly relevant at first, but you will have used and developed important skills that will be valued by universities. You should mention skills that are related to the course, in addition to more general skills. Use the section below to note the skills you have and examples of where you have used them. To help start you off, an example is provided...

#### SKILL EXAMPLE(S)

Communication skills

*Dealing with customers face to face and over the phone when working weekends at Marks and Spencer.*

Communication skills

Organisational skills

Working as part of a team

Leadership skills

Using Information Technology

Creativity

Problem-solving

Communicating in another language

Negotiation skills

Anything else? (Consider specific skills relevant to your course)