

Tips on how to write a personal statement for college

The purpose of a personal statement is to show the admissions department that you are enthusiastic about the course you are applying for. This is where you show how this course will help you progress and what you have done to prepare yourself for this course.

| Paragraph | Where to get help /what should I think about when writing this paragraph |
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| Why you are applying for this course | <ul style="list-style-type: none"> • Read the information on the college website • In the first line write the name of the course • Write about what elements of the course interests you |
| What you hope to do after this course | <ul style="list-style-type: none"> • If you have a career in mind, write about this and how the course helps • You can look up careers on www.myworldofwork.co.uk (Careers A-Z) • You could write about how the course will help you progress onto further/higher education or how it will impact your applications to the workplace |
| Relevant experience from school subjects | <ul style="list-style-type: none"> • What school subjects are relevant to this course think about the direct links to the course? For example: PE will be useful for a sports course at college • Also think about some of the indirect links and the skills you have learnt. For example: a business course deals with aspects of finance , therefore a competence in maths would provide a basis for your learning |
| Your personal qualities | <ul style="list-style-type: none"> • Ask your family and teachers what they think your natural qualities are. • You can also explore these by using www.myworldofwork.co.uk (My Strengths). • REMEMBER say how will the knowledge gained be useful to you on the course |
| Work experience from school, part-time job or volunteering | <ul style="list-style-type: none"> • Think about all the experiences you have had • Describe what you have done and what you have learned. Include any positive comments people have made about you. • REMEMBER to say how these experiences are relevant to the course |
| Activities in school e.g. school duties, projects you have participated in, events you have helped to organise and run (committees, school projects, school trips) | <ul style="list-style-type: none"> • Think about things you've done during your school career • Check with your Guidance Teacher – they may have information for you • Describe what you did and what you learned • REMEMBER say how will the knowledge gained be useful to you on the course |
| Activities out of school | <ul style="list-style-type: none"> • Think about how you spend evenings, weekends and holidays. Include organised activities (e.g. clubs, cadets, Duke of Edinburgh, sports), general hobbies, creative and performing arts and things you do to help your family/friends. • Describe what you do and what skills and strengths these have given you • REMEMBER say how will the knowledge gained be useful to you on the course |

college statement template

| Paragraph | |
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