

UCAS PERSONAL STATEMENT GUIDE 2021 ENTRY



OAKLANDS COLLEGE

What is a personal statement

A personal statement supports your application to study at a university or college. This is your chance to expressive why you'd like to study a particular course or subject, and what skills and experience you own that show your passion for your chosen field. What you will mainly talk about is, you. You're telling admissions staff why you're suitable to study at their university or college.

Things to remember

- Your personal statement can be up to 4000 characters and 47 lines. We advise that you write your personal statement first in word and then copy and paste into UCAS. This means you will be able to check your character count as well as check spelling and grammar.
- Make sure you save it regularly in UCAS, as it times out after 35 minutes of inactivity.
- Your personal statement will be sent to all of your options (up to 5), remember not to talk specifically about a university. Keep it general and write about your interest in the field.
- Spelling and grammar check, few things will impress university less than poor spelling and grammar.

How to get started

- Start thinking about yourself. Nobody knows you better than yourself, what makes you stand out in a good way.
- Get a blank sheet of paper and start getting words on it, anything you can think of that is about you. Doesn't matter what it looks like or the structure of the sentences, just start getting words on there.
- Make a list of work experience, part time jobs, qualifications, projects, clubs and awards you have taken part in.
- Ask your tutor what your strengths are and what you have excelled in within you're your current course. They might point out a few areas that you hadn't considered, but are relevant to demonstrate your dedication as an undergraduate student. Add this to your list.
- Make sure you have details about the course you are applying for so you can use this as a reference when writing about qualities, skills and experience.
- Start adding why you are so excited about the course you are applying for, what is it that gets you excited about that particular course?
- Make a note of any articles, lectures, seminars, films, news stories that have inspired you.

How to write your personal statement

Your personal statement should be unique, so there's no definite format for you to follow here – just take your time. Here are some guidelines for you to follow, but remember your personal statement needs to be 'personal'.

- Start with a punchy opening paragraph, tell the university how excited you are about the course you are applying for and that you understand what it is you are getting into.
- The middle paragraph is the chunky bit which will be full of evidence (remember your piece of paper) to prove your interest in the course.
- The end of your personal statement is the personal touch, where you tell the reader why are you unique and what gets you excited and interests you.
- Write in an enthusiastic, concise, and natural style – nothing too complex but be excited.
- Try to stand out, but be careful with humour, quotes, or anything unusual – just in case the admissions tutor doesn't have the same sense of humour as you.
- Structure your info to reflect the skills and qualities the university value most – use the course descriptions to help you.
- Proofread aloud, and get your teachers, advisers, and family to check. Then redraft it until you're happy with it, and the spelling, punctuation, and grammar are correct.

Personal statement dos and don'ts

Do show you know your strengths, and outline your ideas clearly.

Do be enthusiastic – if you show you're interested in the course, it may help you get a place.

Do expect to produce several drafts of your personal statement before being totally happy with it.

Do ask people you trust for their feedback

Don't be tempted to buy or copy a personal statement, or share yours. All personal statements are checked for similarity – if your personal statement is flagged as similar to other applicants, it could affect your chances of being offered a place.

Don't exaggerate – if you do, you may get caught out in an interview when asked to elaborate on an interesting achievement.

Don't rely on a spellchecker, as it will not pick up everything – proofread as many times as possible.

Don't leave it to the last minute – your statement will seem rushed, and important information could be left out.

Don't let spelling and grammatical errors spoil your statement.

Resources & Useful Links

Your personal statement should be unique, so there's no definite format for you to follow here – just take your time. Here are some guidelines for you to follow, but remember your personal statement needs to be 'personal'.



[www.ucas.com/undergraduate/
applying-university/how-write-
ucas-undergraduate-personal-
statement](http://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement)



[www.ucas.com/undergraduate/
applying-university/writing-
personal-statement/personal-
statement-the-killer-opening](http://www.ucas.com/undergraduate/applying-university/writing-personal-statement/personal-statement-the-killer-opening)



[www.thecompleteuniversityguide
.co.uk/student-advice/applying-
to-uni/tips-for-writing-your-
personal-statement](http://www.thecompleteuniversityguide.co.uk/student-advice/applying-to-uni/tips-for-writing-your-personal-statement)



Information and resources can be found on the website of the university you are applying to.

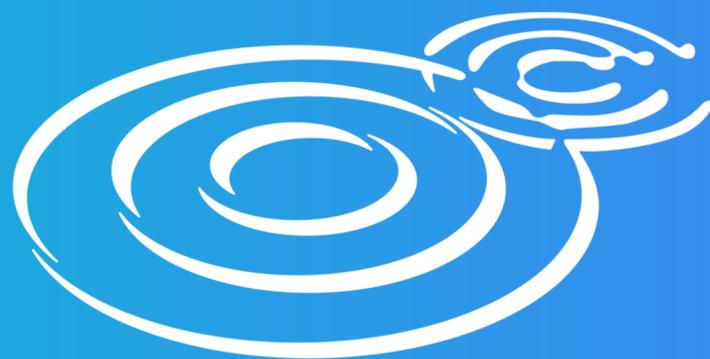
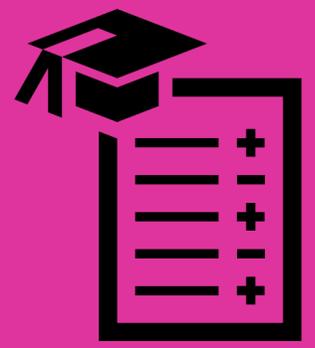
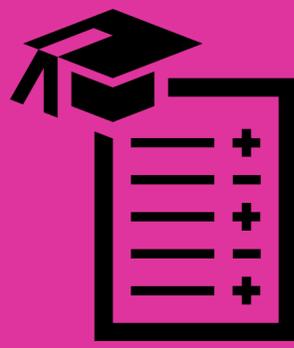
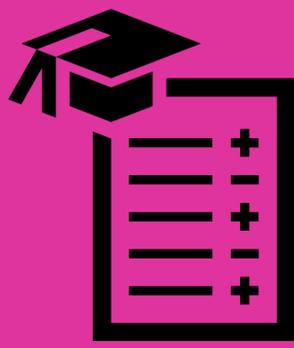
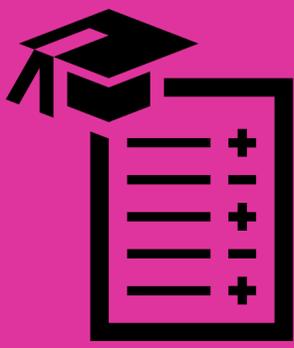
Notes



Get extra support:

Joanne Elliott - Careers Leader

Joanne.Elliott@oaklands.ac.uk / 07912 519 173



OAKLANDS COLLEGE