

10 Top Tips on writing your personal statement

- 1 If your personal statement doesn't answer this simple question above all else, then start again: **"Why do I want to study this subject at University?"**
- 2 **Try to base your decision on a recent experience**, because have you really had a passion to study Accounting from an early age? Or were you always good at maths and more recently on work experience you realised Accounting is a good choice to suit your strengths?
- 3 **Write it yourself.** This sounds simple but it is the best way to make it unique and the best way to avoid temptation to copy anything from a friend or a website. UCAS employs software to detect any similarities and this could jeopardise your application.
- 4 **Take it seriously.** Your personal statement is the first, and sometimes only, chance you have to express why you want to study the course you've chosen and to convince the admissions staff that you're capable.
- 5 **You can apply for up to five courses;** however it is important to remember that it is the same personal statement for all of your applications.
- 6 **Don't ramble.** You only have 4,000 characters which sounds a lot at the start but you will quickly run out. It should be concise, stating all of your skills, attributes and experience, and how they are relevant to the course.
- 7 **Check your grammar, spelling and punctuation,** and then check it again. Especially as there is no spellcheck on UCAS. This is something you have control over, and it is important to make a good impression. A well written statement shows you that care.
- 8 **There is no need to repeat what subjects you are studying, or the grades that you achieved.** Think about who is going to be reading it, and what they need to know that is not included elsewhere in the application.
- 9 **Start early and don't leave it to the last minute.** Remember that your first draft is only a starting point and a good personal statement will take time. So expect to draft and redraft before being totally happy with it.
- 10 **Ask yourself who knows you best, and who do you trust?** Because they are the people you want to read your personal statement for feedback.