

# Tips for Personal Statement

- A personal statement should be written in your own words and express your thoughts and opinions.
- Always check for any guidelines from an employer or college. They may ask for specific things to be included.
- You need to think about skills, qualities and interests. The person reading your personal statement will also want to know why they are relevant to your application and why they make you particularly suitable.

Let the reader know:

- What you want to study / the job you want to do
- Why the opportunity appeals
- That you understand what the course or job involves and what will be expected of you
- You have the right skills
- That you can demonstrate these skills using examples of hobbies, interests, responsibilities etc.

