**Simple structure for a UCAS personal statement**

* **green- go into lots of detail and give specific examples**
* **amber- can you go into just a bit more detail about key ideas**
* **red – only one detail needed for each activity mentioned**

|  |  |
| --- | --- |
| Paragraph | What should you write about? |
| **One** | **Key reasons for wanting to study a particular subject*** + link 2-3 skills relevant to your subject with specific examples from your level 3 courses or any course based activities
 |
| **Two** | **Topic of interest paragraph*** + a piece of mini research (academic article, lecture, podcast, chapter of a book). Zoom-in on 1-2 key ideas. Research any new concepts or terminology. Comment on what surprises or intrigues you. Comment on how your opinion of your subject has been altered or changed. Say what you would like to learn next
 |
| **Three** | **Any other course related information*** + lectures, seminars, work-experience, online courses – what did you learn?
 |
| **Four** | **Extra curricular activities*** + 2-3 activities – link experiences to general skills – what will make you a good student
 |

**…now add a short closing statement**

a few lines to ‘sum things up’ – ideally this will reflect the ideas your shared in your opening paragraph

 **Editing Checklist – dos and don’ts**

* Don’t reflect on childhood memories – only comment on relevant, recent experiences
* Don’t use overly emotive language – ‘*passionate, vindicated, destroyed, devasted’*
* Don’t use a thesaurus to find a ‘clever’ word
* Don’t use overly long sentences – be clear, concise and short
* Slang words/ colloquial language – you aren’t texting friends!
* Lots of narrative comments – telling the story of your day out at the Art Gallery!
* 80% course/subject related – 20% extra-curricular
* Avoid using long quotes – don’t waste word count with other people’s words
* Avoid cliches – ‘I said business and I mean business!’
* You aren’t ‘Batman’ – *‘I want to help people, protect the law and save the world!’*
* Be specific & evidence with examples – avoid general comments that could apply to anybody
* Values and interpersonal skills are typically more relevant to ’caring’ courses - Medicine/Nursing/Midwifery/Paramedic Science etc
* Drafts **should not be** significantly over the wordcount of 4000 characters or 47 lines