

# Your Personal Statement Planner

The personal statement is your chance to tell admissions tutors about you, your skills and attributes and why you are interested in your chosen subject.

It gives you a chance to differentiate yourself from other students, and stand out from other applicants. For some courses, you could be competing against a high number of students so it's important to start early and to get your personal statement right!

## Ask yourself these questions:

- If you were an Admissions Tutor, would you make an offer to a student with this personal statement?
- What information in your personal statement makes you stand out from other applicants?
- How can you demonstrate your knowledge and understanding of the course?

## What our Admissions Tutors think

The personal statement is a vital part of the admissions process in deciding whether a student is offered a place at Cardiff.



*"Since many students are offered a place at university without attending an interview, the personal statement is an ideal way to show what personal attributes and skills you have to help you secure a place on a course. In essence, it can help you to stand out from the many other students that have the same predicted academic grades as you. If you are invited to an interview, the personal statement may form the basis to some of the questions asked, so remember to keep a copy for reference".*



**Did you know that UCAS uses a Similarity Detection Service to ensure that personal statements are exactly that – 'personal'? Any signs of plagiarism will be picked up and the universities will be notified.**



## Remember to show enthusiasm/passion for the subject!

### What relevant experience do you have?

- Work experience/part-time work/voluntary roles? If so, what did you learn? Talk confidently about your experience and the skills you have gained.
- What else have you done relevant to the course? It's important to tell us not just what you have done but what you have learnt and how these skills will help you on the course.

### What else?

- Hobbies and interests – what else do you do in your spare time that demonstrates the key qualities and skills required?
- Gap year intentions if applicable
- Career aspirations if you are applying for a vocational course. Don't feel the need to make something up if you don't know yet.

## What should I include?

### Admissions Tutors will want to know:

#### Why do you want to study this subject/these subjects?

- Is it a subject you've studied at school or college? If so, how do your current studies relate to the course you've chosen?
- Knowledge of the subject area/profession – what have you found out about this subject? What relevant background reading have you done?
- Refer to some of the content of your chosen course and pick out what is of interest to you and what you are eager to learn more about



**Did you know that you can only write one personal statement even if you apply to different courses/universities?**

## ✓ Dos

**Research** – this shows your knowledge and commitment to the course

**Blow your own trumpet!** – remember you need to stand out from other candidates

**Be clear and succinct** – make sure that each point is relevant

**Plan your statement** – don't forget the introduction or conclusion

**Check your spelling and grammar** – get someone else to proof read to make sure there are no mistakes

**Apply on-time** – find out your school/college deadline

## ✗ Don'ts

**Talk about a single institution** unless you are only applying to one – it will put others off

**Sell yourself short** – be positive and confident about yourself and the course you are applying to

**Lie or plagiarise** – each personal statement is checked to see if it matches any previously submitted applications or those that are available on-line



**Did you know that each personal statement can be a maximum of 47 lines/4000 characters so be clear and concise.**

# I plan to study:



## 1 What interests me about this subject?


## 3 What relevant experience do I have?


## 2 Why do I want to study this subject?


## 4 What do I know about the course?


## Steps to your perfect personal statement

### Research it...

- Choose your course
- Check entry requirements
- Attend open days
- Plan your statement

### Write it...

- Write a draft
- Proof read
- Make changes and update
- Show it to your parents, teachers and siblings to check
- Make final changes and complete final draft

### Send it...

- Cut and paste your statement onto your application at [ucas.com](https://ucas.com)
- Complete application and send to your teachers for them to add a reference

### Don't forget it...

- If you have an interview – re-read your statement as you may get asked questions based on what you've said



# Hobbies, Work Experience and Skills

Work experience/hobby	>				
		∨	∨	∨	∨
What did it entail?	>				
		∨	∨	∨	∨
What skills did I learn?	>				
		∨	∨	∨	∨
How will this experience/these skills help me at university?	>				
		∨	∨	∨	∨

## UCAS Checklist

- Research the course so that you're confident it's the right one for you
- Check the entry requirements are in line with your predicted grades
- Attend open days
- Register with UCAS
- Make your 5 course/university choices
- Write your personal statement
- Show it to your parents, teachers and/or siblings to check
- Get a reference from your school/college
- Pay your school/UCAS the application fee
- Send your application in good time!



.....  
**Did you know that the closing date for applications to Dentistry, Medicine and Veterinary Science and Oxford/Cambridge is 15th October?**  
 .....

## Find out more...

[www.cardiff.ac.uk/applyingtocardiff](http://www.cardiff.ac.uk/applyingtocardiff)  
[www.ucas.com](http://www.ucas.com)

To receive monthly news and study updates, register at:  
**[www.cardiff.ac.uk/studyupdates](http://www.cardiff.ac.uk/studyupdates)**