

HYDEVILLE
TOWER SCHOOL

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How to... Write a Personal Statement.

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Introduction to writing your personal statement

Your personal statement is a way of conveying your reasons for wanting to study at a particular college/sixth-form, do a type of course, and to also demonstrate your ability to complete the course successfully.

The application process for college can be very competitive and a strong personal statement is crucial to ensure your chances of success.

There is no single, right way of writing a personal statement. However below are a few suggestions on what to include (you may want to use some or all of the points below to help structure your personal statement).

Please note:

Each provider may provide its own guidelines on what to include in your personal statement (this might include a word or page limit, or specific content requirement), but please check with the provider/s you are applying to.



Introduction...

Here you could outline:

- **Who are you and/or where are you currently studying**
- **What are you applying for (e.g. English literature, bricklaying, childcare)**
- **Your reasons for wanting to study your chosen subjects**
- **Your reasons for wanting to study at that particular provider (e.g. what makes that place stand out for you?)**

You should demonstrate enthusiasm for your chosen subject/s, course type and provider, and show that you have a good understanding of the subject area and provider you are applying to. Failure to personalise your personal statement to a provider and course could suggest you are not serious about your post-16 choices.

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School subjects...

In this section you should discuss your strengths and key skills and relate them to what you are applying for. This will demonstrate that you are capable of accomplishing the course/s successfully.

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Positions of responsibility...

This might include being a Form Captain, Pupil Leader, Prefect, Peer Mentor, Ambassador etc.



Work experience...

Include details on the work experience you have had, including non-GCSE activities in school.

This could include what you did for your Year 10 work experience. Do you have a part-time job? Do you volunteer? What skills, knowledge, and experience have you developed from these experiences? How useful were these experiences?

You could also include assisting at open evenings, taking part in drama productions, school competitions, school fundraising events, projects, sports teams, meetings etc.

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Extra-curricular activities

This could include any hobbies or interests (rock climbing, keeping fit, youth club etc.). You could also talk about any additional certificates/awards you have achieved such as Duke of Edinburgh, sports achievements, music awards (e.g. Grade 4 Piano) etc. It can also include any charity/fundraising activities you have taken part in or organised outside of school.

Do not forget to mention if you are signed up to do the NCS (National Citizenship Service) or any other opportunities at the end of Year 11.

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Your future plans

In this section you could write about what you would like to do in the future and why; explaining how your chosen subject/s can help you achieve this.



TIP 1

Useful sentence starters

I am a Year 11 pupil at Hydesville Tower School studying GCSEs in...	I plan to...	I find/have found challenging/difficult
My favourite subjects are...	I hope to...	Recently...
I am currently...	I intend to...	During the summer...
My strengths are...	This year...	I work hard to...
I am proud of...	While at school...	To develop my skills in...
I enjoy...	Outside of school...	To achieve...
My greatest achievement(s) is/are...	Alongside my school work I...	To improve...
Last term I...	In addition...	Furthermore...



TIP 2

What is a Skill?

A skill is something that can be developed or improved upon through training or practice. This could be in a workplace or education setting. **Skills you can include in your personal statement** – give examples of when and how you have used them:

Team work	Time management	Presenting
Verbal/oral communication	ICT skills	Researching
Good listener	Planning	Problem solving
organisation	Written communication	Leadership
Reading	Analysing	Decision making



TIP 3

What is a Quality?

A quality is part of your personality. It often describes the way you interact with others or behave. **Qualities you can include in your personal statement** – give examples of when and how you have used them:

Adaptability	Inquisitive	Dedicated
Flexibility	Patient	Confident
Proactive approach	Polite	Positive
Reliability	Punctual	Ambitious
Caring/friendly	Responsible	Conscientious
Honest	Hard working/diligent	Helpful
Thoughtful	Proactive	Adventurous

Reviewing example personal statements can help you to develop your own.

- Is the content clear and informative?
- Is the content free from spelling and/or grammatical errors?
- Do you know what the applicants want to study at college and why?
- Get someone to read it and give you feedback



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**If you have any questions please
contact the school office.**

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