**Personal Statement Checklist**

**Get the tone right**

**If text arguments have taught us anything, it’s that getting the tone right in your language is vital if you want to convey the right message. A personal statement is no different. Show that you are passionate and enthusiastic.**

**Why that course?**

* **You can apply for up to five courses but can only submit one personal statement, beware of referencing specific universities/course titles. You should blend your statement carefully so all five admissions tutors feel it is relevant to their specific course.**
* **Whether you have been inspired at school or because a particular expert made you keen to find out more, tell the admissions team why you’re so eager to study that subject for the next few years.**
* **Applying for joint honours or combined degree? Make sure you engage with both subjects equally. And if you can draw connections between the two subjects, even better!**
* **Remove anything unprofessional**

**All about you**

* **Studies**

**Talk about what you’ve studied/are studying. If you’ve studied a subject relevant to your application, ensure the admissions team know. Show you’re eager to learn at their institution of all places.**

* **Work experience**

**If you have done work experience, shout about it! Whether it’s relevant to the subject or just a Saturday job in your local café, tell them what you’ve learnt from it.**

* **Hobbies & achievements**

**Tell admissions about any interesting hobbies and achievements that you’re especially proud of but ensure it is relevant or interesting.**

Why should they pick you?

* Explain why what you’ve just told them makes you the perfect fit for their university.
* Create an impressive sign off. Leave them in no doubt that there will ever be a better applicant than you!

**What to delete**

* **Exaggerations Keep your language honest with a hint of humility. For example, say you’re a team player.**
* **Bad language Don’t swear in applications.**
* **Irrelevant information**
* **Negativity Leave critical thinking off the page and make sure they know how awesome you are.**
* **Spelling mistakes Spell check, ask friends, family.**

**Top tip**

**For every paragraph you write, ensure it’s relevant to either the course or university.**

**If it’s not, hit the delete button.**