

Editing your personal statement: A Quick Reference Guide

Remember to show and/or explain

- **commitment** to your chosen subject(s)
- **motivation** for further study
- **understanding** of what study of the subject(s) involve **at university level**
- **relevant** skills, qualities, achievements and experience – **with evidence**

The introduction: make a positive start

- try to **make an impact** from the start
- show your **enthusiasm**
- **avoid clichés**
- be **clear** with your opening remarks
- make sure your first paragraph is the **right length** – not too long or too short

Relevance

- each paragraph should relate to your **interest in your subject** and/or in **university in general**
- **be specific** with examples and explanations
- **describe** or **explain** why it is **relevant**
- **don't** indicate **university preference**

Structure

- begin with **subject specific** interests →
- → then move on to the more general and **transferable skills** and **experience**
- **review and revise** the **order of your paragraphs** if necessary
- the **beginning and end of each paragraph should flow** from or into the others

Conclusion

- your conclusion should be an **obvious, clean ending**
- the **final paragraph can be short**, but remember to leave enough space for it
- perhaps express what you are **looking forward to**
- end on a **positive note**

Final tips

- remember to **read it over for a final time** when you think you are finished
- **read it aloud** – does it flow and sound like you?
- **ask someone else to read it over** for specific feedback
- make sure it is **clear, formal, well-structured and relevant**