

TOP TIPS FOR WRITING YOUR PERSONAL STATEMENT

The personal statement is your chance to show off your strengths, shout about your achievements and share your career aspirations. Your personal statement should be a small, bite-sized representation of who you, and what you have to offer in terms of experience and ambition.

Make sure you know how to find the word counter – for Microsoft word, click Review on the top bar, and click word count – remember the limit is just 250 words – anything after the 250 limit will be removed.

Start drafting early. A superb personal statement will not be ready in a few minutes; it will take you a few hours or days. Ask others what your qualities and USP (unique selling point) is.

Check, check, check – spell check, proof, and check again – you can't alter your statement once it's submitted.

Concentrate on your strengths – write about your experiences, your knowledge and your future plans.

Keep it real, honest and don't pretend to be something you're not – your statement has to be true to who you are.

Test it – get someone you trust (and know) you to read your statement – we often forget big things in our life that make the most impact.

To sum up, be yourself and write honestly about your experiences. Use your own voice, because that is who you are!