

# PERSONAL STATEMENT GUIDE

The personal statement is your opportunity to sell yourself in the college and scholarship application process; and generally falls into one of two categories:

## 1. The general, comprehensive personal statement:

This allows you maximum freedom in terms of what you write and is the type of statement often prepared for standard postsecondary school application forms.

## 2. The response to very specific questions:

Often, applications ask specific questions, and your statement should respond specifically to those questions being asked.

### **Answer the questions that are asked**

- If you are applying to several schools, you may find questions in each application that are somewhat similar.
- Don't be tempted to use the same statement for all applications. It is important to answer each question being asked, and if slightly different answers are needed, you should write separate statements. In every case, be sure your answer fits the question being asked.

### **Tell a story**

- Think in terms of showing or demonstrating through concrete experience. One of the worst things you can do is to bore the selection committee. If your statement is fresh, lively, and different, you'll be putting yourself ahead of the pack. If you distinguish yourself through your story, you will make yourself memorable.

### **Be specific**

- Don't, for example, state that you would make an excellent doctor unless you can back it up with specific reasons. Your desire to become a lawyer, engineer, or whatever should be logical and the result of specific experience that is described in your statement. Your application should emerge as the logical conclusion to your story.

### **Find an angle**

- If you're like most people, your life story lacks drama, so figuring out a way to make it interesting becomes the big challenge. Finding an angle or a "hook" is vital.

### **Concentrate on your opening paragraph**

- The lead or opening paragraph is generally the most important. It is here that you grab the reader's attention or lose it. This paragraph becomes the framework for the rest of the statement.

### **Write well and correctly**

- Be meticulous. Type and proofread your essay very carefully. Many application reviewers say that strong writing skills and command of the correct use of language are important to them as they read these statements. Express yourself clearly and concisely. Adhere to stated word limits.

## **Tell what you know**

- The middle section of your essay might detail your interest and experience in your particular field, as well as some of your knowledge of the field. Too many people graduate with little or no knowledge of the nuts and bolts of the profession or field they hope to enter. Be as specific as you can in relating what you know about the field and use the language professionals use in conveying this information. Refer to experiences (work, research, etc.), classes, conversations with people in the field, books you've read, seminars you've attended, or any other source of specific information about the career you want and why you're suited to it. Since you will have to select what you include in your statement, the choices you make are often an indication of whether you have good judgment.

## **Don't include some subjects**

- There are certain things best left out of personal statements. For example, references to experiences or accomplishments earlier than high school are generally not a good idea. Don't mention potentially controversial subjects (for example, controversial religious or political issues).

## **Do some research, if needed**

- If a school wants to know why you're applying to it rather than another school, do some research to find out what sets your choice apart from other universities or programs. If the school setting would provide an important geographical or cultural experience for you, this might be good to mention.

## **Avoid clichés**

- A medical school applicant who writes that he is good at science and wants to help other people is not exactly expressing an original thought. Stay away from often-repeated or tired statements or themes.

## **PERSONAL STATEMENT CHECKLIST**

- Spelling and grammar have been checked.
- The opening paragraph will grab and keep the interest the reader.
- It is positive and I am presenting the information in an interesting or unique way.
- It is formatted properly following any instructions provided
- Do not include photos or pictures unless asked to
- All content is positioned on the page well (there is sufficient spacing)
- It is typed in the same font, with the same margins throughout

## Sources:

- The OWL at Purdue: <https://owl.english.purdue.edu/owl/resource/642/01/>
- Auburn University Career Center:  
<https://www.auburn.edu/career/tipsheets/Tip%20Sheet%20Personal%20Statement.pdf>

# Worksheet

What's special, unique, distinctive, and/or impressive about you or your life story?

What details of your life (personal or family members, history, or events that have shaped you or influenced your goals) might help the committee better understand you or help set you apart from other applicants?

When did you become interested in your identified field of study or career and what have you learned about it (and about yourself) that has further stimulated your interest and reinforced your conviction that you are well suited for it? What insights have you gained?

How have you learned about this field—through classes, readings, workshops or other experiences, or conversations with people already in the field?

If you have worked or volunteered during high school, what have you learned (leadership or managerial skills, for example), and how has that contributed to your growth?

What are your specific career goals?

Are there any gaps or discrepancies in your academic record that you should explain (great grades but mediocre SAT/ACT scores, for example, or a distinct upward pattern to your GPA if it was only average in the beginning)?

Have you had to overcome any unusual obstacles or hardships (for example, economic, family, or health related) in your life?

What personal characteristics (for example, integrity, compassion, and/or persistence) do you possess that would improve your prospects for success? Is there a way to demonstrate or document that you have these characteristics?

What skills (for example, leadership, communicative, analytical) do you possess?

Why might you be a stronger candidate for this college/university or scholarship—and more successful and effective than other applicants?

What are the most compelling reasons you can give for the committee to be interested in selecting you?