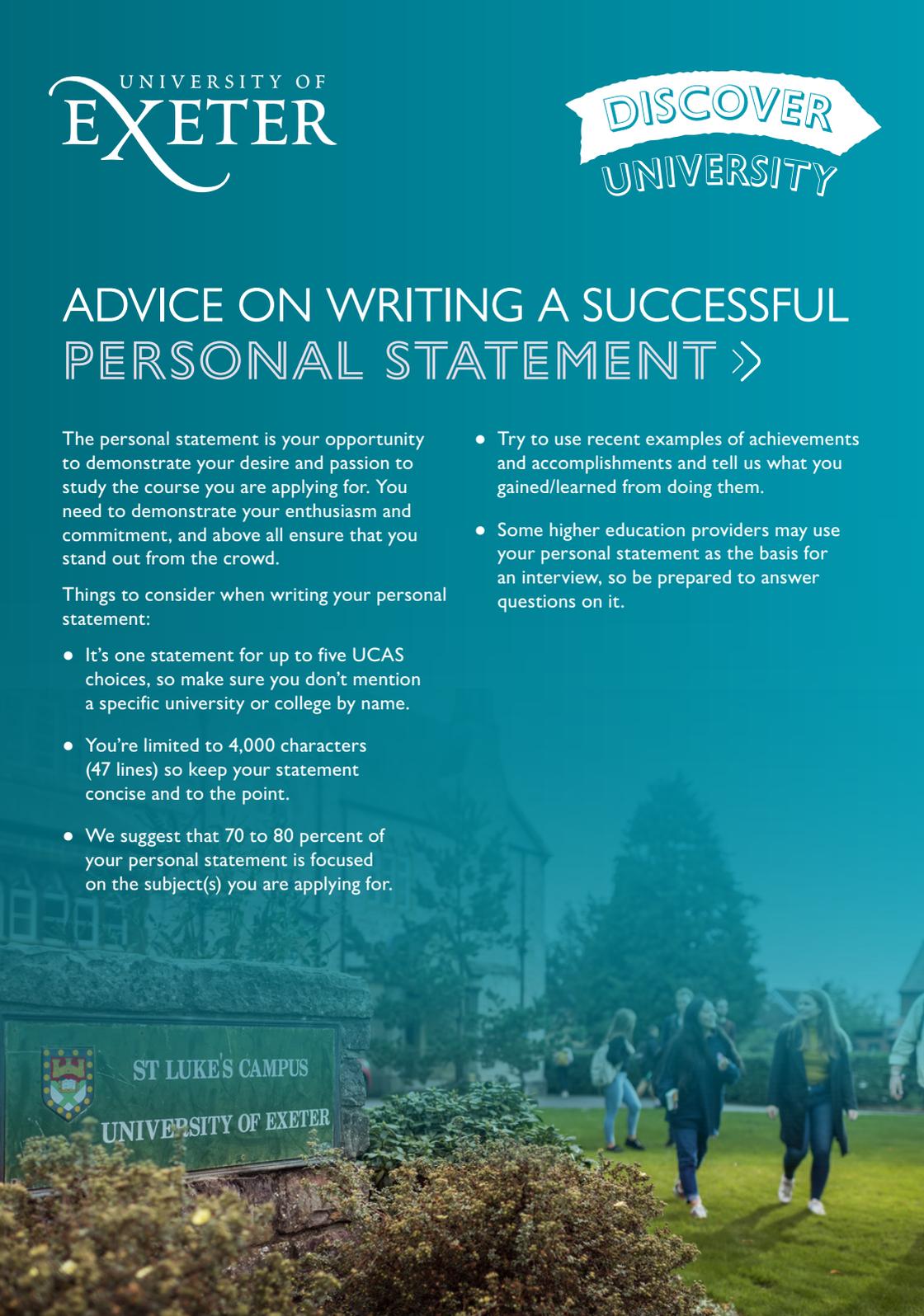


# ADVICE ON WRITING A SUCCESSFUL PERSONAL STATEMENT >

The personal statement is your opportunity to demonstrate your desire and passion to study the course you are applying for. You need to demonstrate your enthusiasm and commitment, and above all ensure that you stand out from the crowd.

Things to consider when writing your personal statement:

- It's one statement for up to five UCAS choices, so make sure you don't mention a specific university or college by name.
- You're limited to 4,000 characters (47 lines) so keep your statement concise and to the point.
- We suggest that 70 to 80 percent of your personal statement is focused on the subject(s) you are applying for.
- Try to use recent examples of achievements and accomplishments and tell us what you gained/learned from doing them.
- Some higher education providers may use your personal statement as the basis for an interview, so be prepared to answer questions on it.



# THINKING ABOUT YOUR MOTIVATION >>

We've said that when writing your personal statement you need to focus on the subjects you are applying to. This means you should consider your reasons behind applying. Your chosen universities will want to know why you've selected the particular subject you wish to study with them. Only you will know your motivation, whether it's for future career prospects or your passion for the subject.

A good exercise to get you thinking about your subject choice and to give you talking points in your personal statement is to complete the diagram shown (or something similar that works for you). Think about your chosen subject, the specific areas or topics within it that you are interested in, your reasons for why you have chosen that subject and finally any experiences you have which relate to it.

This will give you a base to structure your personal statement around you, your knowledge, and love for the subject. It will help you convey that you have undertaken your research, and that you have made a well thought through decision.



# POWERFUL VERBS >>

When writing your statement think about what you have actually done. What role did you play and what did you achieve? Use phrases other than “like”, “enjoy”, “took part in”. It's important to recognise that different people have different types of experience, each are valuable and can communicate your skills. Here are a few suggestions to get you started:

Accelerated	Accomplished	Achieved	Acted	Activated	Adapted	Advocated	Appraised
Approved	Captured	Chaired	Clarified	Compiled	Composed	Consolidated	Contributed
Customised	Decided	Delegated	Designated	Emphasised	Encouraged	Enforced	Engineered
Enhanced	Enlisted	Evaluated	Explained	Expressed	Facilitated	Forecasted	Formulated
Fostered	Fulfilled	Hosted	Hypothesised	Identified	Illustrated	Implemented	Improved
Incorporated	Increased	Informed	Initiated	Innovated	Inspired	Interpreted	Launched
Led	Manipulated	Maximised	Mediated	Merged	Mobilised	Motivated	Navigated
Negotiated	Operated	Ordered	Orchestrated	Organised	Overhauled	Participated	Persuaded
Piloted	Pioneered	Predicted	Prepared	Prescribed	Prevented	Projected	Promoted
Proposed	Questioned	Realised	Reconciled	Recruited	Regulated	Resolved	Secured
Specialised	Streamlined	Summarised	Sustained	Tracked	Transformed	Translated	Uncovered
Undertook	Upgraded	Utilised	Validated	Verbalised	Verified	Vitalised	Weighed

# THINKING ABOUT YOUR SKILLS >>

Applicants often find it a challenge identifying the transferable skills they have learned. This is because they often don't recognise the skills they are gaining as they progress. Everything you do, or have done will have taught you a skill, and both universities and employers will seek evidence of these skills when applying to them.

The table below is a good tool for making you think about the activities and accomplishments you have achieved and the skills you have attained from doing them. These don't need to be major one off events, you can use examples that are day to day tasks and roles you undertake. We have included an example of how to complete this table.



Examples of transferable skills include...

Budgeting, verbal/written communication, problem solving, creativity, critical thinking, listening, empathy, organisation, time management, leadership, numeracy, teamwork, confidence, independence.

Accomplishment	Skills attained	Links with your subject
Looking after siblings	Communication, problem solving, independence, listening and organisation	Communication – Needed to speak with students. Organisation – managing independent study effectively



# DO'S AND DON'TS OF WRITING A PERSONAL STATEMENT >

## DO

- Research your subject(s) and chosen providers
- Write what comes naturally
- Ensure it flows and has a good structure
- Check that it's free from grammar and spelling mistakes
- Get it proof read

## DON'T

- Include misleading information
- Take risks with what you include
- Plagiarise
- Use bullet points or lists
- Leave it to the last minute
- Submit it without checking



Make sure you do your research to find out about the admissions policy for the course and university you are considering. Each university has its own process - for example, some admissions tutors might be looking for something specific to be noted in a personal statement and some admissions departments will accept supporting information alongside a personal statement. Take a look on university websites and don't be afraid to ask for clarification from a university you are considering.

This advice is not exhaustive. The UCAS website has lots of advice and tips on how to write a successful personal statement, including bespoke advice for carers, estranged students, refugees and asylum seekers. Search these terms and 'Personal Statements' at [ucas.com](https://ucas.com)



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