

Help with writing your personal statement for further education courses – what to include about yourself, and some dos and don'ts on how to write it.

Writing about the course

Why are you applying for your chosen course(s)?

Explain why you want to do your chosen course(s). For example, someone who wanted to work with animals might write 'I would like to study a BTEC in animal care as I am passionate about looking after animals. I already look after two dogs and it will help me in my future career plans.'

Why does this course interest you?

You can write about anything you've read about the course(s) that you find interesting and would like to find out more about.

Why do you think you are suitable for the course(s)?

In this section, you can write about any experiences you have had that are related to the course(s), or any skills you've learnt that might help you. For example, if you have done any related volunteering or work experience, or if you have a part-time job such as babysitting, which shows more general strengths such as responsibility or commitment.

Do your current studies (e.g., GCSEs) relate to the course(s) you have chosen? If so, how?

You can let the provider know how much you enjoy a subject by writing about a course you have already studied that you found really interesting or you were good at.

Skills and achievements

Write about anything you have done that might help with your application.

1. Write about anything you are proud of passing, for example, grade 2 in piano, or being selected for a sports team.
 2. Include any awards you have done, such as Duke of Edinburgh, or through ASDAN, for example.
 3. You can add any positions of responsibility you have held, for example, being a prefect or helping with young students at school.
-

Hobbies and interests

Make a list of your hobbies, interests, and anything you do socially.

1. Think about how they show your skills and ability.
 2. Try to link them to skills and experience you might need on your chosen course(s).
-

Work history

Include details of placements, work experience, voluntary work, or jobs, especially if it is relevant to your chosen course(s).

1. Try to show how this experience gave you new skills or made you think about your future plans, for example, things you really enjoyed or were good at.
 2. Also include any part-time work you are still doing, like a Saturday job or babysitting.
-

Career plans

Use this section to tell the provider what you might like to do in the future as a career after completing the course. Explain how you would like to use the course(s) you have applied for to help you reach your goal.

Dos and don'ts when writing a personal statement

- **Do** use your best English and check your spelling and grammar are correct.
- **Do** be enthusiastic – if you show your interest in the course, it will help your application.
- **Do** ask people that you trust, like your teacher/adviser or parent/carer to read through what you have written and give you feedback.
- **Don't** exaggerate – you might be asked about what you have written if you attend an interview with the course provider.
- **Don't** leave it until the last minute – it's a good idea to give yourself time to think about what you write to make sure you don't forget anything.