



Personal Statement Writing Guide

What is a personal statement? What is its purpose?

A personal statement is a brief personal summary given to prospective institution to help you stand apart from the competition. Its purpose is always based around **selling yourself** to the reader. Not only do you have to **summarise your skills and experience**, you also have to make sure it's **relevant** to what you're applying for. By summing up the specific skills and experience that make you a perfect candidate, you will be able to prove your suitability and convince the admission team to read on. It is your chance to stand out against other candidates and hopefully get that all-important offer.

Plan what you want to cover

The first thing you need to do is make a plan. Writing a personal statement off the top of your head is difficult. Start by making some notes, answering the following questions:

- What subjects do you want to study?
- Why do you want to study them?
- What is there about you that shows you are suited to studying in the Diploma programme? Think about your personality, as well as your strengths and weaknesses.
- What are your other interests and skills?

These few points are going to form the spine of your personal statement, so write them in a way that makes sense to you. You might want to make a simple bulleted list or you might want to get all arty and use a mindmap.

Do keep it focused and accurate. Keep your language professional. But do not hide your qualities beneath a layer of false modesty. You are selling your skills, your experience and your enthusiasm.

Tips for your ideal personal statement

- Start with a plan. List all the things you want to cover.
- Focus on your experience and your interests, and explain why they are relevant to the DP programme.
- Do not understate your achievements.



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- Start with a clear statement on why you want to do the programme.
- Write your personal statement using no more than **500** words.
- Avoid flowery language. Write simply and concisely.
- Use your closing couple of lines to summarise the most important points in your statement.
- Check your writing thoroughly and get someone else to check it, too.

What should you avoid in a personal statement?

- Telling a story.
- Repeating information already contained in your application.
- Spending too long discussing personal issues.
- Making simple grammatical and spelling errors.
- Failing to demonstrate capability of Diploma programme study.
- Using clichés.