**Parapgraph 1: Introduction**

* Explain why you are applying for this course
* What sparked your interest in the subject(s).
* Demonstrate that you are well motivated and enthusiastic about your chosen subject area
* The opening paragraph is especially important
* Think about the reader
* Engage your audience
* Find your ‘Unique Selling Point’
* Draft and redraft

**Parapgraph 2: Relevant previous/current studies**

* What skills have you gained from your current and/or previous study?
* How have these prepared you for the topics you will study on your chosen degree?

**Parapgraph 3: Jobs, placements, work experience, employment and volunteering**

* Detail any jobs, placements, work experience voluntary work, educational visits you have taken part in
* Identify relevant skills that you have gained and how these experiences have prepared you for university

**Use the A-B-C method to write papargraph 2.**

* **Activity –** write about what you have done
* **Benefit –** the skills and experience you gained
* **Course –** how it links to the course you are applying for

**Parapgraph 4: Activities, achievements, awards**

* Briefly outline your academic / social achievements
* Describe your sporting and leisure interests
* How do these demonstrate you have the skills and qualities relevant to the course?

**Parapgraph 5: Conclusion**

* Reiterating key skills, interests and experiences you’ve already touched on can give your statement a satisfying sense of closure
* Looking ahead to the future is an optimistic way to conclude your personal statement
* Leave them with a strong lasting impression