Please use this worksheet to help you put together your personal statement as part of your UCAS application. Answer each section with as much detail as you can.

Why are you applying for your chosen course?

What are your future career plans?

What skills are required for your course?

Have you completed any extracurricular activities that demonstrate your interest in the subject(s)?

What did you learn from those extracurricular activities?
Personal statement worksheet.

**Work Experience**

Work experience description (Employer, duration, etc)

Key skills/knowledge developed

1. 

2. 

3. 

**EPQ**

Have you studied an EPQ? If so, can you explain why you chose that particular topic as well as commenting on the specific skills and knowledge you gained from completing it.
MOOC’s

Have you completed any MOOC’s (Massive Open Online Courses)? If so, can you explain what the course(s) were about and what skills and knowledge you gained from it? If not, MOOCS are a great way to broaden your understanding of a subject, you can access them free of charge here https://www.futurelearn.com/partners/the-university-of-sheffield

Course research

It is important to choose a course that suits your individual learning style. Can you list below what aspects you wish to prioritise when looking for a course

1.
2.
3.
4.
5.
Personal statement worksheet.

It is important to demonstrate your understanding of specific courses that you are applying for. Universities will be impressed that you clearly understand what their course entails.

It is encouraged to have a 25% / 75% split in your personal statement. 75% should discuss your course, and 25% should discuss extracurricular activities. The below questions will be helpful in preparing the 25% on extracurricular activities.

Can you explain some of your other skills/abilities?

Can you explain any of your other achievements?

What are your hobbies and interests? How do these relate to your chosen course?
Particularly for Russell Group universities, admissions tutors like to see what subject exploration has been carried out.

Comment on any supercurricular activities (additional reading, podcasts, journals, research articles etc.) that you have undertaken.

Key tips for personal statement writing

- Proof read (several times and also after each edit)
- Be enthusiastic and positive throughout. Don't be afraid to show off.
- Link your examples to the course as much as possible
- Maximise the space available - you have 47 lines to work with - use them all.
- DO NOT PLAGIARISE! Your application may be rejected if you copy any element of someone else's personal statement.