

Structure of a personal statement

What course/job are you applying for?	
Why does this course/job interest you?	For a course, include here what you are looking forward to learning more about/ any placements keen to undertake. For a job – what will you do in the role that would interest you? Express an interest in what the company do.
Why do you think you are suitable for the course/job?	Think about qualities and skills you need for the profession/ course. E.g. good team worker; caring etc. Especially if regular work experience is needed for the course such as for Childcare/ Health and Social Care etc. Think about what kind of student you would be? i.e. committed; organised. For a job use the job description or a job profile to help guide you into matching yourself to what the employer is looking for.
If applying for a course, do your previous studies relate to the course(s) that you have chosen?	i.e. any GCSEs/ school related studies in the area applying for? If yes, how you found them and how it would benefit you on the course.
Any work experience – voluntary, placements or paid.	Here explain what experience you have and how you feel it would benefit you in the role or on the course.
Any hobbies and interests that relate	Give details of any specific hobbies and interests that relate to the course/ role and how they would benefit you – make you a suitable student/ employee
Achievements/ what you are proud of?	Include anything you are proud of. This could be sporting achievements; Duke of Edinburgh Award etc.
What do you hope to achieve from doing the course?	Give any ideas of future plans also for a course include the skills/ knowledge wish to build.
For a job	Summarise where you feel you could make a strong contribution to their work due to your experience and skill set and areas that you are keen to develop if a trainee role.