

Drafting your Personal Statement

Worksheet

Name:

1. **Introduction** year/school, qualities, skills (in particular key skills), strengths, the course/job you are after why you are the right person, any short term goals

2. **What you have done in school** a) school subjects, qualifications, certificates, awards
b) school teams, clubs, trips, special activities / events, responsibilities

3. **What you have done out of school** a) leisure activities/ hobbies, significant experiences; what skills and abilities you use in your social life

- b) work experience, part-time or voluntary work, key skills you have developed through this work

4. **What you hope to do in the future** i.e. your long term training and career goal(s)