

PERSONAL STATEMENT WORKSHEET

Have you...

- Checked the character or word limit – you cannot go over; get as close to your limit as possible?
- Checked the prompt - make sure you answer all of the components or questions asked?
- Tailored your statement to their mission statement or program emphasis?

Why you want to go in to this field/industry?

Large scale...

Specific reasons...

Evidence of the deep reflection of the significance of your experience (*how have your experiences influenced you*)...

Evidence of knowledge of the industry...

What is your unique perspective?

Large scale: how will you use your unique skill set to make an impact on the field/industry...

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What will you uniquely offer to and within the field (select 2-3)

Unique perspective/background...

Skill/Ability/Strengths/Personality...

Interests...

Values...

Why this program, school, faculty?

Theme weaving/Conclusion?

What are the two most important things you want the reader to remember about you after reading:

Personal Statement Writing Tips:

- ▶ Be sure you haven't restated experiences that you've highlighted in other areas of your application.
- ▶ Resist the urge to use big words just for the sake of using them!
- ▶ Do you have clear points? Is the reader left making assumptions or guessing what you are trying to say?
- ▶ Is your personal statement too focused on the story, leaving out your insights that describe your motivation to pursue your field of study and passion for the field?
- ▶ Have you spent too much time focusing on others and not enough time on your own personal reflections?
- ▶ Have you demonstrated your knowledge about the field (knowledge of techniques, procedures, terminology, etc. to illustrate you depth of knowledge about the field)?
- ▶ Do you have a theme? Is it too much theme?
- ▶ Do you have a definite, fluid conclusion that ties the personal insights together with the theme or story?