

MANCHESTER  
1824

The University  
of Manchester

# The Art of Application

Applying for courses in higher education

# Personal Statement



## Question 1

*There is no  
maximum length to  
a personal  
statement*

TRUE

FALSE

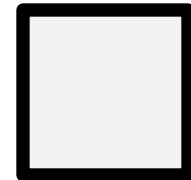
## Question 2

*A personal  
statement can be  
written in  
paragraphs*

TRUE



FALSE



## Question 3

*The UCAS Apply software has spelling and grammar checks*

TRUE

FALSE

## **Question 4**

***You can write a  
different Personal  
Statement for each  
of your choices***

**TRUE**

**FALSE**

## Question 5

*You can use bold,  
italics & underlined  
characters*

TRUE

FALSE

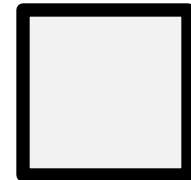
## Question 6

*You should keep a  
copy of your  
personal  
statement*

TRUE



FALSE





## Question 7

*There's no problem  
in using material  
I've found on the  
web*

TRUE

FALSE

&lt; Log out

Students

Parents

Advisers

HE staff

About us



Search



## Students

Where to start?

Step 1: Choosing courses

Step 2: Applying

&gt; When to apply

&gt; How to apply

&gt; Overview

&gt; Registration

&gt; Personal details

&gt; Additional information

&gt; Student finance

&gt; Choices

&gt; Education

&gt; Employment

&gt; Your personal statement

&gt; Key points

[Home](#) > [Students](#) > [Step 2: Applying](#) > [How to apply](#) > Your personal statement

## Your personal statement



## Tell the universities and colleges why they should choose you

The personal statement is your opportunity to tell universities and colleges about your suitability for the course(s) that you hope to study. You need to demonstrate your enthusiasm and commitment, and above all, ensure that you stand out from the crowd.

The personal statement can be different to application essays or personal statements from other countries, so please read the guidance in this section before completing the statement.

[Key points to consider](#)[What to include](#)[Dos and don'ts](#)

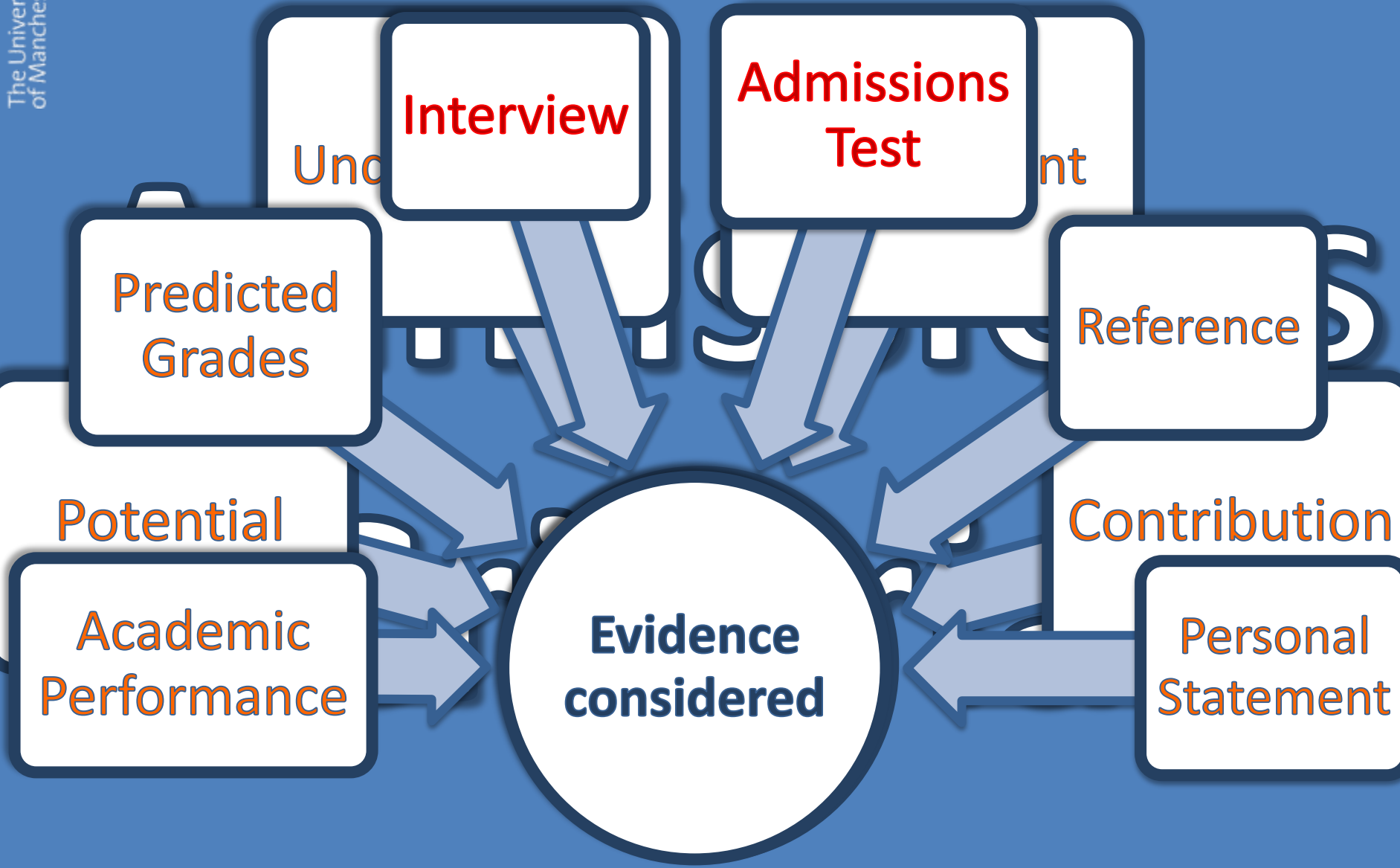
Key

 Co In No Help

What is a

One statement;  
A chance to  
personalise

4000 characters  
YOU  
statement!



[Course search home](#)[Search](#)[Subject search](#)[Course code search](#)[UCAS bookstore](#)[Institution guide](#)[Help](#)

## International Search

### The University of Manchester

#### History

3 year full-time Degree

> [History](#)

> [Entry Requirements](#)

> [About this institution](#)

> [Fees, bursaries and financial support](#)

#### History

[Fact File](#) ↗

[About the course](#) ↗

[Selection criteria](#) ↗

[Study details](#) ↗

[Academic department](#) ↗

#### Entry Requirements

[Course Specific Requirements](#)

[English, Welsh and Northern Irish Qualifications](#)

[Scottish Qualifications](#)

[Other Tariff Qualifications](#)

[Access & Supporting Qualifications](#)

[Other Qualifications](#)

[Click here for more information](#) ↗

#### Fees, bursaries and financial support

[Fees for home students](#)

[Fees for EU students](#)

[Fees for international students](#)

[Bursary and scholarship outline](#)

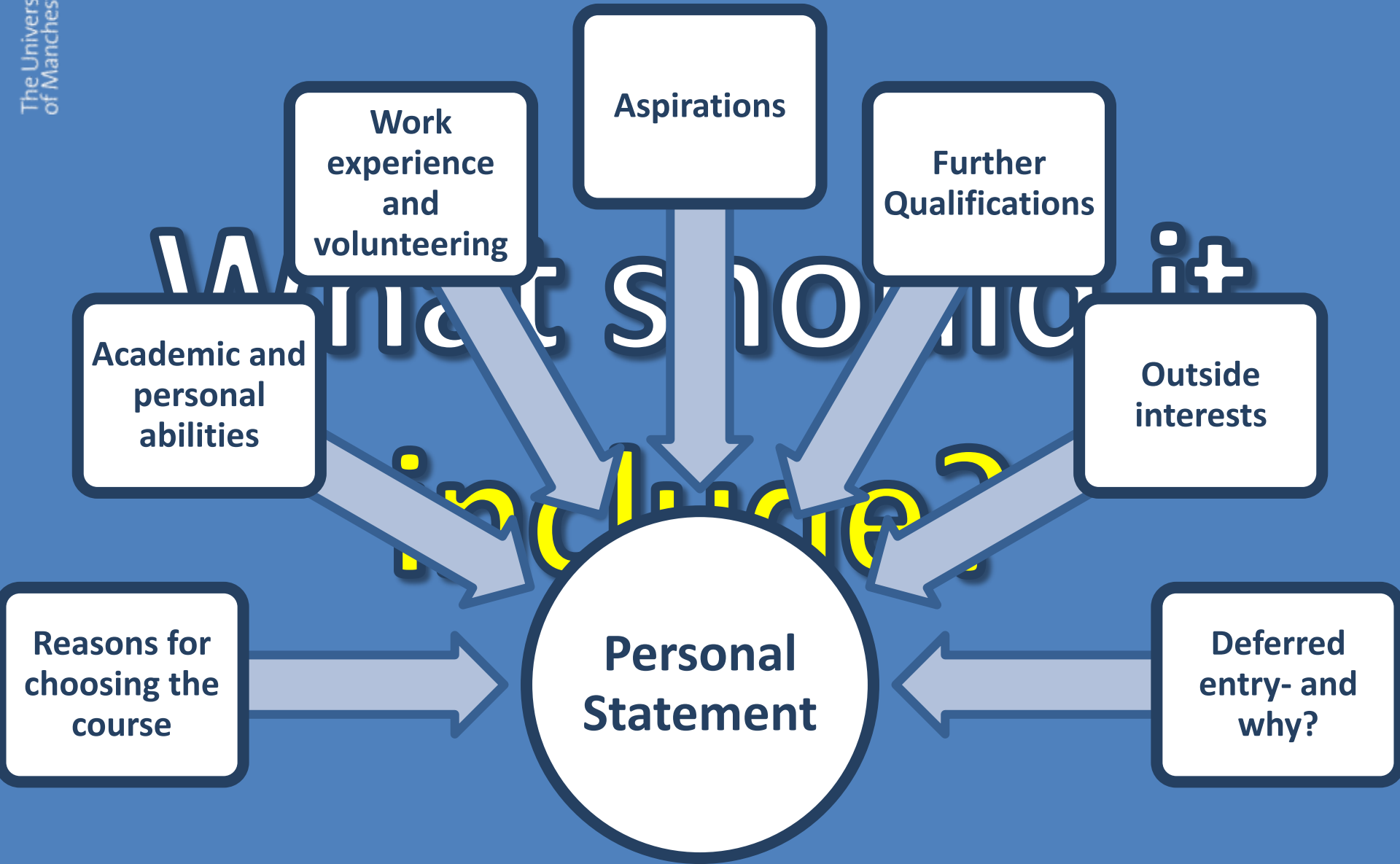
[Bursary details](#)

[Links to further information](#)

< [back](#)

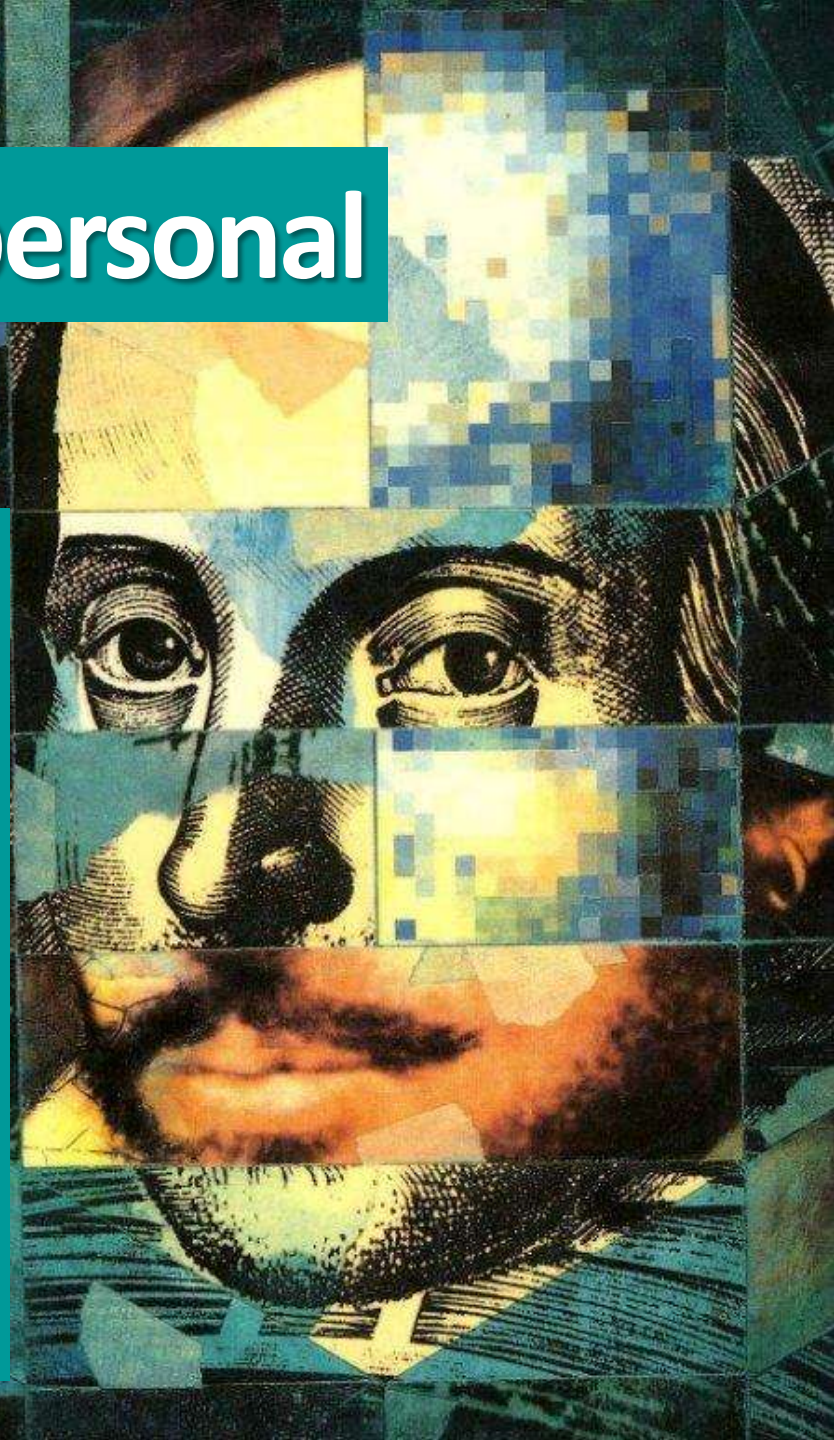
^ [to top](#)

student finance



# What makes a good personal statement?

- Original, interesting and enthusiastic.
  - Varied sentence structure
- Relevance
  - Academic courses/skills
  - Extra-curricular activities
- Apply for the course not the career
- Strong conclusion



# Activity

- What you have done...

Saying what you  
do is not  
enough!

# Benefit

- What you have learnt from it
- What skills you have acquired

You need to  
show  
evidence

# Course

- How it relates to your course
- How it will help you succeed at university



# Some Examples

I work part-time in a shop where I help customers and process orders.

I undertook work experience in a care home where I talk to residents and prepare meals.

I was captain of my school football team and have also been chosen as captain of my college football team.

These examples show that I have good communication skills, commitment and a caring nature.

How long was this for?

What did you gain from doing this placement?

How does it relate to your course?

These examples show that I have good communication skills, commitment and a caring nature. I have also been able to manage my time effectively and have gained valuable experience.

# You **already** have lots of transferable skills!



Teamwork  
Problem-Solving  
Organisation  
Time-management  
Initiative  
Self-Discipline  
Adaptability  
Communication  
Leadership

## Which are relevant for your course?

# Personal Statement Structure

Introduction: Why I want to study this course

Main Part: What academic skills and knowledge do I have that prepare me to succeed in this subject

Work experience / voluntary work / Part-time Job (You may spend more time on this section for courses where work experience is a requirement e.g. health-care related courses)

Extra-curricular activities / other qualifications e.g. first aid, DoE

Conclusion

# eg of an Excellent Statement (1)

## 8 PERSONAL STATEMENT

Why Pharmacy? I first became interested in this field of study by having conversations with some local pharmacy students. I am also very keen and interested to know about medicines and how they can treat different diseases and illnesses in the body. The work experience I have done has reinforced my very intense interest, and after being in the company of a community pharmacist I now know what I would like to achieve in the future. After having gained a professional insight in the profession of Pharmacy; I strongly believe that my logical, analytical and communicative skills would be best suited towards a career in pharmacy.

I am studying Chemistry, Biology and Physical Education for my A Levels. Throughout year 12 I have developed my practical skills immensely and I am now familiar and comfortable working with various types of apparatus and equipment in the laboratory. I am a member of "The Royal Society of Chemistry, ChemNet" where I receive copies of "Chemistry World" and "InfoChem" monthly.

Last July, I spent a week at my local Loyds Pharmacy. During my time at the pharmacy, I graduated to become a healthcare assistant. This gave me the opportunity to co-work with the pharmacist and a chance to become familiar with people waiting for their prescriptions; by doing this, it helped me exercise my social and communication skills. I was also trained to take prescriptions, to sell over-the-counter GSL medicines under the supervision and guidance of senior staff and give very limited healthcare advice to the public. To gain more experience, I will visit the Pharmaceutical department of a Hospital in October.

I am very active in the extra-curricular activities within the school. I play football and rugby for the school teams and have represented my school in various athletics competitions. For the annual school eisteddfod I was elected captain of my house, and for the annual sports day and swimming gala, my housemates voted me as vice-captain for my house. This required great responsibility, leadership and teamwork. I am a very keen and committed member of the "Buddy Leader Award Scheme" which is run by the school's special needs department. Here I am given the opportunity to read books with children who have learning and reading disabilities. I played the role of a fundraiser for the charity "Marie Curie" by swimming 500 metres. I am currently in the middle of achieving my silver award for the "Duke of Edinburgh Award" in school which will provide me with vital survival and leadership skills. For the annual school magazine, I was chosen as sports editor which required responsibility, thought and initiative.

Outside school, I am involved in various clubs and activities. I play football regularly for my local club side; I have represented my county in various competitions at national level and also for the local Academy side. Last season my fellow team mates voted me as Player of the Month for December and January and I was also voted the Players' Player of the Year. The opportunity of playing football has given me essential teamwork skills and has helped me develop my decision making and leadership abilities. I have taken charge of some of my local clubs' training sessions and by playing the role of a coach, this experience has given me great confidence and has developed my communicative skills. I keep in close contact with the Primary School I attended and have assisted in after school P.E. lessons. I am employed as a part-time bar assistant at a local hotel which has improved my social and communicative skills. I also recently took part in a first aid course which has improved my responsibility skills.

Personally, I feel that I have the academic ability and social skills necessary to study pharmacy successfully and to uphold the high standards required. I feel very convinced that pharmacy will be a very satisfying and interesting career for me.

# eg of an Excellent Statement (2)

2

## 8 PERSONAL STATEMENT

As new medicines are developed and technology for dispensing them improves vastly, I feel that the need for more pharmacists will increase. My interest in Maths and Science has helped me realise that pharmacy is the right course for me as it brings together the knowledge I have attained over the years.

The subjects I am currently studying enable me to learn valuable skills that would be beneficial to my career as a pharmacist. In chemistry, I have learnt the important skill of precision and accuracy especially during experiments and laboratory work which I thoroughly enjoy. Attending Chemistry Master Classes at the University of Sheffield last year gave me an insight into Chemistry at university level. Producing written and illustrated results from experiments has given me the ability to analyse, modify and evaluate. I have been able to take theoretical skills and turn them into practical skills during the Organic Chemistry module which I thought was very insightful. In maths, I have improved my problem solving and decision making skills through various modules. As part of my studies I took part in the maths challenge where I had to help a Year 7 improve her mathematical skills. This was very rewarding for me as not only was I being useful, I was also passing on to someone skills I accumulated during my study of mathematics. Although the business world is not directly linked to pharmacy however it is an expensive part of the business sector as research, development of drugs can be very costly. Studying Business Studies at A Level has thoroughly improved my research and evaluating ability because I have to take situations and see which decision would best suit it. Information Technology has given me an insight into how technology will change in years to come. As the production of drugs relies on technology, a pharmacist's daily routine will change as technology improves.

My work experience at Topshop helped me develop my communication skills by working along side my fellow co-workers and serving the customers. Helping customers when they required it built my self-esteem as I had to be prepared to talk to them in order to satisfy their needs. Being deputy head prefect in the sixth form helps to improve my confidence because I have to speak to students and teachers during various meetings.

Apart from school work I like to play an active role in the community. I fulfil this by doing voluntary work at a primary school through an organisation called the Youth SVP. Being part of this organisation helped me develop various techniques in dealing with children of different ages and abilities. I have found this to be very satisfying; I believe my qualities of sensitivity and working with others have been enhanced. I have shown initiative when I organised an African fashion show for charity during Lent. I felt it would be a chance for people of the African culture within the school to show their heritage and how it defines them in the way they dress and speak. Being the event co-ordinator improved my organisation and team working skills. My love for gospel music, singing and God persuaded me to join a gospel group in school which I became leader of when the previous leaders left the school for university. This was major responsibility for me because I had to take charge of a group of very passionate and enthusiastic girls.

I make sure I am up to date with current affairs and familiarise myself with what is going on in the world around and afar from me through reading the newspaper every morning, watching the news and listening to the radio. I have learnt to divide my time wisely between my hobbies and schoolwork as too much of the other could affect how well I perform in the other.

All the skills I have attained over the years have helped me become the self-assured, mature, and all-rounded young adult I am today. A chance to study at your university would allow me to achieve a goal and a lifetime opportunity.

# eg of a Poor Statement (3)

## 8 PERSONAL STATEMENT

A county level squash player and regular member of Wigan Athletic Ladies football team has taught me the importance of working hard as an individual and a team member to achieve targets and goals. Determination and dedication are examples of the attributes I needed to attain the levels of achievement in squash and football which in turn bring rewards and a high level of enjoyment. I won the Lancashire County Closed Squash Championships on two occasions, at U15 and U17 level, combining and managing my sporting interests and studies effectively and efficiently. Self discipline and hard work are other important traits in achieving success and I have developed these over the years of attending regular training sessions and playing competitive team and individual sports to a high standard.

I am able to transfer these skills seamlessly into my educational profile, demonstrated in my good GCSE results. At this level I gained 2 A\*, 5A's, 3B's and a C grade. In addition, I achieved full marks in my PE practical and obtained an excellence award in English Literature.

My general attitude, hard work and sensible demeanour are qualities that led to my appointment of prefect in year 11 at high school. Similarly, I was appointed football team captain which was a huge honour.

My other personal qualities include, good team player, level headed, thoughtful and sincere. My sporting background has taught me to play hard, but fair and whatever the result acknowledge and respect my opponent(s).

As part of my final year studies at high school I gained two weeks work experience working in a local hotel and sports club. During that period I learned the importance of punctuality and dealing with the general public.

I have chosen to study Pharmacy at university as a progression from 6th form college. I am currently studying Biology, Chemistry and English Combined at A level. I have also completed Mathematics to AS Level. I am keen to develop a career that uses my biology and chemistry. The environment of the sciences subjects is ideal as it lends itself to pursuing a career in this field. I will consider my scientific skills as one of a big plus point which will benefit my essay and report writing at university.

My decision to follow a career path in Pharmacy will allow my full potential to develop. I am very interested in science as it involves critical thinking and thinking independently with new ideas. The thought of working as a collaborative team also appeals to me.

I aim to build a career which involves research to help overcome medical boundaries and improve treatment and medicine to the benefit of everyone in society. I am still undecided which specific route my career path will take, whether it is in community pharmacy, hospital pharmacy, pharmaceutical industry or in research. I have no doubt my further studies at university will define a clear way forward and focus on a particular discipline in this broad scientific base.

Finally, I am looking forward to university life and the chance to make new friends from all courses and backgrounds. I fully intend to continue my sporting activities and hopefully I can represent the university at football and squash given the opportunity.

Not offered a place



# Things to think about

## Relevance and Evidence

- Have a strong introduction
- Use positive phrasing
  - I learnt from...
  - This has furthered my...
  - I have acquired skills which
- Make it personal
- Have a strong summary
- Draft and re-draft
- Check spelling and grammar!

UCAS

GTRR

Events



SEARCH VIDEOS

GO

UCAS

Welcome to UCAStv - watch and share video guides to help you apply to university or college



Personal statements (how to)

Tweet

Like

73

Embed Video

Find out how to start your personal statement and what to include - this video also looks at common fears and concerns.

<http://www.ucas.tv/ucas/video/WXSch>

### Latest videos

### Most viewed



Adviser Apply



Requesting a reference



Referees: providing a reference



Using Apply 2013



Open days



# Your Reference

- Communication between you and your referee is crucial
- Make sure they are aware of what you do outside the classroom e.g. extra-curricular, involvement in school/college activities, work experience
- Teachers like to be positive, but have a duty to you and your university choices to be realistic



# Things to note

- 1 Research your application
- 2 Set yourself clear and realistic goals
- 3 Meet deadlines and keep form accurate
- 4 Be available on results day

❖ [Applying to University](#)

- ▶ [Advice on choosing a course and university](#)
- ▶ [Applying to Medicine courses](#)
- ▶ [UCAS application process](#)
- ▶ [Writing an effective personal statement](#)
- ▶ [Using UMASS in your Personal Statement](#)
- ▶ [Admissions Tests](#)
- ▶ [Interview tips](#)

❖ [Related links](#)

- [Courses](#)
- [Accommodation](#)
- [Student life](#)
- [The Manchester Experience](#)

❖ [Downloads](#)

- [Effective Personal Statements](#)

You are here: [UMASS Home](#) > [Applying to University](#)

## Applying to University

So you've decided to apply to University; don't think the decisions end there! There are over 80 000 courses available to current undergraduate students in the UK. Choosing one of those courses is the same as walking into the new Wembley Stadium and choosing just one seat; it's a big decision!

You've got two things to think about. Before you can make an application to University you need to know: what you want to study and where you want to study it.

Use the links on the left hand side to give you loads more information about applying to University.

❖ [Applying to University](#)

Hints and tips on your applications



# Any Questions?