A personal statement is used on Post-16 applications to Sixth Forms, Colleges or for apprenticeships and employment. It is a chance to:
- reflect on what you have achieved and learned during your time at Grainville School
- make yourself stand out from other applicants.

Do	Don't
list your personal qualities and skills	list all your GCSEs.
link those skills and qualities to subjects you study or activities / achievements	say what you can not do well
write in 6-7 paragraphs. The final copy (word-processed) should fit on ONE side of A4	waffle / Be vague / Write in long breathless sentences
vary your language / Avoid being repetitive	use fancy language you don't understand / Forget to use spell check

1. **Introduction**
   Who are you, where are you currently studying, what are you applying for?
2. **Talk about your school subjects**
   Discuss your strengths and relate to key skills
3. **Discuss any position of responsibility you may have had**
   This could be part of the Senior Student Leadership team, being a Student Leader, peer mentor etc
4. **Talk about extra-curricular/non-GCSE activities in school**
   This might include taking part in debating, drama productions, assisting at open evenings, environmental projects, organising events, sports teams, BBC School Report et
5. **Talk about work experience**
   What did you do for your Year 10 work experience? What skills did you develop? How useful was it? Do you have any part-time employment?
6. **Talk about extra-curricular activities outside of school**
   This could be charity or volunteer work you have undertaken, any interests or hobbies like horse-riding, keeping fit, drama or language classes etc. You could also mention any additional awards / certificates you may have achieved such as DoE, music awards (e.g. Grade 3 Piano), sports achievements etc.
7. **Write about your plans for the future**
   What would you like to do? Why?

Personal Statement sentence starters
(to help you vary your language)

I am a Year 11 student at Grainville School studying _____GCSEs.

My favourite subjects are ...

I am currently ...

My strengths are ...

I am proud of ...

I enjoy ...

My greatest achievement(s) is / are ...

I plan to ...

I hope to ...

I intend to ...

This year ...

While at school ...

Outside of school ...

Alongside my school work I ...

Last term   I ...

Recently   ...

During the summer ...

I work hard to ...

To develop my skills in ...

To achieve ...

To improve ...

I find / have found .... challenging / difficult

Key Skills
for working life

- Communication
- Application of number
- Information Technology
- Working with others
- Problem solving
- Improving own learning and performance

Key words and Skills you should be using.

Skills

List the ones you have

- Planning
- Organising
- Reading
- Analysing
- Using data
- Presenting – oral
- Writing succinctly
- Writing creatively
- ICT skills
- Database
- Web design
- INTERNET
- Researching
- Problem solving
- Team work
- Good listener

Personal Qualities

- Reliable
- Punctual
- Patient / Polite
- Responsible / Dedicated
- Flexible
- Confident
- Positive / Optimistic
- Determined / persistent
- Passionate
- Diplomatic
- Ambitious
- Conscientious
- Dependable / Reliable
- Good sense of humour
- Caring / Tactful
- Inquisitive
- Enthusiastic
- Helpful / Considerate
- Cheerful
- Independent
- Hard working
- Sociable / Friendly
- Decisive
- Adaptable
- Honest
- Thoughtful
- Energetic
- Adventurous