



## TAP Personal Statement template<sup>©</sup>

A-B-C Steps to writing a winning Personal Statement. Make the list, write a draft, and do the checks. *The use of this generic template is explained on the related [TAP TV videos](#).*

<b>STEP A: The List</b>		<b>STEP B: The Draft</b>	
1. Your choice of University Course.		1. Reasons for choosing this University Course.	
2. Which Career/Field can your chosen University Course lead to?		2. Qualities of those who work in this Career/Field.	
3. A-Level / IB / BTEC / other Further Education subjects.		3. How does each Further Education subject relate to your chosen University Course?	
4. Paid & Unpaid/Voluntary work (since Year 10).		4. What you have learnt from each work experience?	
5. Hobbies/Interests/Sporting Activities/Achievements/Positions of Responsibility.		5. Skills you have developed from these activities.	
<b>STEP C: The Checks</b>			
<b>CHECK 1</b>	<b>OPENING:</b> Why are you applying? – state your: <ul style="list-style-type: none"> <li>✓ Ambitions (personal and/or inspired)</li> <li>✓ Interest in A-Level / IB / BTEC / other Further Education studies</li> <li>✓ Interest in specified University Course</li> <li>✓ External Reading (books, research papers...)</li> <li>✓ Learning beyond the curriculum (self-directed learning, professional bodies...)</li> </ul>		
<b>CHECK 2</b>	<b>BODY:</b> Why should you be favourably considered? – state your: <ul style="list-style-type: none"> <li>✓ Relevant Skills (based on qualities of those in chosen career path)</li> <li>✓ Work Experience (what you gained from each of them)</li> <li>✓ Achievements from education (relating them to how they make you a strong applicant for the specified University Course.</li> <li>✓ Achievements from other activities (relating them to how they make you a strong applicant for the specified University Course.</li> </ul>		
<b>CHECK 3</b>	<b>CLOSING:</b> <ul style="list-style-type: none"> <li>✓ 2 Sentences summarising Opening</li> <li>✓ 2 Sentences summarising Body</li> <li>✓ 2 Sentences saying why <u>YOU</u> should be accepted on this University Course.</li> </ul>		