

How to write a personal statement

Breaking the process down into small, manageable steps can help you write an effective personal statement. While we list writing the introduction, body and conclusion as three chronological steps, you can write these parts in any order. Taking the following steps helps you write persuasively and include all essential components in your personal statement:

1. Write an introduction that introduces yourself and your goals

Write an introduction that introduces who you are and why you are applying for the job or university program. Note why your interests align with the role or degree and any experience you have with this type of job or the course topics. Your introduction should be engaging to encourage your recipient to read on. Include the following in each type of personal statement introduction:

- **Job application.** Write a single sentence noting your most relevant interests, skills and personality traits that make you well suited for the role.
- **University/TAFE application.** Write a full paragraph noting the aspects of the course and/or university aligned with your interests.

2. Write a body that expands on your relevant interests, skills and experiences

Write a body that shares more relevant information about yourself or your past that relate to the job or university program. Some of the topics your body text could cover, if relevant, include:

- **Your achievements.** Awards, certificates and sporting achievements show you are someone who works hard.
- **Your experience.** Work experience (both paid and unpaid), experiences at school or home. Sporting teams you are part of and the role you play within them.
- **Your skills and talents.** Note any skills or talents that directly apply to the position or educational program. Mention skills or qualities you have that are listed in the job posting or university/TAFE website.
- **Your potential contribution.** Note what you could bring to the business or university/TAFE and why you think you would be an asset to them. Your passion for the topic area, experience or eagerness to learn are all potential contributions you might consider.
- **Your goals.** List your professional or academic goals and how you think you could achieve them if your application is successful. Focusing on a single goal can be more effective than writing about several goals.

Write two or three sentences for the body of a job application.

3. Write a powerful conclusion

Conclude your personal statement with a strong closing. Your conclusion may restate your reason for applying and what you hope to achieve if your application is successful.

The personal statement in a job application should be a single sentence, so select only one of the approaches above. As personal statements for university applications are a full paragraph, you could restate your motivation and goals and include a call-to-action.

4. Proofread and edit your personal statement

Take time to proofread and edit your work. The following steps can make your personal statement more professional, engaging and effective:

- Correct spelling and grammatical errors.
- Delete irrelevant details.
- Make vague statements more specific.
- Revise passive phrasing to active voice.
- Make confusing or clumsy wording clearer.
- Replace jargon and technical terms with more accessible, simple language.

DO NOT Submit a handwritten copy of your Statement.

REMEMBER THE TRANSFERABLE SKILLS:

- Communication
- Teamwork
- Initiative
- Innovation
- Problem Solving
- ICT