

# Personal statement Health Check

If you answer 'NO' to more than 5 of the following, seek advice NOW

- Does your personal statement reflect all of your choices?
- Is your personal statement length 4000 characters or 47 lines of text?
- Does it have a strong opening paragraph?
- Is it easy to scan and navigate?
- Is it punchy, concise and attention grabbing?
- Does it show how your skills match requirements for the course?
- Is it written in plain English?
- Does it do you justice?
- Have you proofread the personal statement?

If you have any questions or need further advice, please contact our Outreach & Recruitment team  
email: [discover@worc.ac.uk](mailto:discover@worc.ac.uk)  
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### **Does your personal statement reflect all of your choices?**

You can only submit one personal statement for all your choices. Ideally you will have a personal statement tailored for your course. If you are applying for a joint degree then explain why you are interested in both aspects. When applying for different subjects or courses then you will need to show how similar they are by identifying common aspects and skills that apply to both choices.

### **Is your personal statement length 4000 characters or 47 lines of text?**

The 4000 characters include spaces and the 47 lines of text include blank free lines. Remember that the line count in 'Apply' may be different to a word processing package. Use short sentences to make it easy for the admissions tutor if they go on to read your whole statement.

### **Does it have a strong opening paragraph?**

Spend time working on your opening paragraph. It should grab attention and explain clearly why you want to study the subject/course. Try and put all the important information in the top two-thirds – the prime space.

### **Is it easy to scan and navigate?**

Use clear layout, defined spacing with short blocks of text. The eye scans across and then down the left hand side. The initial scan takes three to five seconds.

### **Is it punchy, concise and attention grabbing?**

Every word should earn its place. Information should be relevant to the course. Some start with quotes, others include jokes whilst others are eye-catching in other ways. If this works then fine but it might have the opposite effect.

*Remember – not all admissions tutors share your sense of humour.*

### **Does it show how your skills match requirements for the course?**

Pick out evidence for each of the course requirements and target, interpret and prioritise experiences. Most admissions tutors will be looking for your key achievements and skills in relation to the course. Reflecting on experiences and how they relate to your course and future goals will show your interest and explain why you want to do the course.

### **Is it written in plain English?**

No buzzwords or jargon and explain any abbreviations. Write in the simplest language you can to ensure information is easily understood. Don't feel that you have to use elaborate language.

### **Does it include all the relevant keywords or phrases?**

With lots of personal statements to read admissions tutors may scan read and look for particular words and content and reject any application that does not include them. Scanning software may even be used in a similar way to CVs.

### **Does it do you justice?**

A true and positive statement that you are proud of where the HEI clearly sees the benefits you will bring.

### **Have you proofread the personal statement?**

Check for typos, correct spelling and grammar. Get it checked by someone such as a teacher or careers adviser.

**Ask your teacher or careers adviser for feedback and advice on your personal statement. Remember to take a copy of your statement with you and the list of entry requirements (full entry profile).**