



Teacher Information Sheet

Personal Statements: hints and tips

This information is designed to provide advice for those staff in schools and colleges who are involved in supporting the UCAS application process. It provides general information and is not intended to be comprehensive or to provide a blueprint: different universities apply different criteria for assessing applications and you should ensure that you and your students are aware of any particular requirements. We hope, however, that this will help you and your students address some of the issues in writing an appropriate personal statement for entry to higher education.

How can you support students with their Personal Statements?

- Suggest the use of an impactful first paragraph and powerful verbs and action words to convey a sense of participation, involvement and accomplishment

<http://www.exeter.ac.uk/undergraduate/applications/application.php>

<http://www.ucas.ac.uk/website/documents/guides/adviserguide09.pdf>

<http://www.ucas.ac.uk/students/startapplication/apply09/personalstatement/>

- Accelerated
- Accomplished
- Achieved
- Acted
- Activated
- Adapted
- Addressed
- Adjusted
- Administered
- Advanced
- Advertised
- Advised
- Advocated
- Aided
- Allocated
- Analysed
- Answered
- Applied
- Appraised
- Approved
- Arbitrated
- Arranged
- Ascertained
- Assembled
- Assessed
- Assigned
- Assisted
- Attained
- Augmented
- Authorised
- Awarded

- Balanced
- Began
- Boosted
- Briefed
- Budgeted
- Built

- Calculated
- Captured
- Catalogued
- Centralised
- Chaired
- Charted
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