

# Postgraduate personal statement checklist

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**Are your personal statements ready to send to universities? See how your personal statement matches against the below. Have you:**

1. Checked with the university for instructions or prompts indicating what they want you to cover in your statement?
2. Checked if there is a word count?
3. Said why you want to pursue postgraduate study?
  - This might be based around your career choice, personal development and achievements.
4. Provided reasons for wanting to study at that particular university?
  - This might be the university's educational reputation, the course reputation, or you might wish to work in that location once you have completed your course.
5. Said why this particular subject is of interest to you?
  - This might be because it is relevant to your academic interests, previous study, future career route, or it relates to your personal interests.
  - When did you become interested in this field and what have you already learnt about it?
  - Ensure that you demonstrate your motivation and enthusiasm.
6. Told them which aspects of the course are of particular interest to you?
  - This might include work placements, links with employers, good job prospects, unique specialist modules, and where there are links to your previous studies or future career plans.
7. Referenced previous academic and practical experience you have that demonstrates interest in your chosen subject?
  - Have you undertaken relevant work experience, employment or volunteering?

- Describe any extended essays, independent work, projects or dissertations that are relevant or demonstrate relevant skills.
  - You might have been part of a specialist club/group or have taken on additional interests within that subject.
  - You could mention any relevant grades, awards, extra readings, or conferences that you have attended
8. Stated your academic and personal skills that will help you make the transition to postgraduate study and get the most out of the course?
- What academic skills have you got to offer e.g. computing skills, scientific techniques etc.? How did you gain these e.g. via lessons, field or laboratory work.
  - Think about the relevant personal skills you possess e.g. critical thinking, time management, communication, analytical skills, working unsupervised.
  - Ensure that you give an example to demonstrate each of the skills that you have mentioned so that admissions tutors have proof of your claims.
  - Demonstrate that you have seriously considered your strengths for postgraduate study/research.
9. Outlined what your career aims are in the short and longer term?
- You might not have a clear focus on what you want to do after the course but you should mention the ideas that you are considering.
  - Ensure that there is logic to your reasoning to following a particular path, e.g. it is based on specific experience.
10. Concluded your statement with a short, sharp & memorable ending?
- Outline your key points, including why you will be an asset to the university and what you can bring to the course.
11. Had it checked and re-checked for formatting, spelling, punctuation and grammar?

### Further information and sample statements

- [www.prospects.ac.uk/postgraduate-study/masters-degrees/personal-statements-for-postgraduate-applications](http://www.prospects.ac.uk/postgraduate-study/masters-degrees/personal-statements-for-postgraduate-applications)
- <https://targetjobs.co.uk/postgraduate-study/1043381-how-to-write-a-winning-application-for-your-postgraduate-course>

For further advice or feedback on your statement book a careers appointment at: <https://worchester.targetconnect.net>

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