



Manchester
Metropolitan
University

MAKE YOUR STATEMENT

Showcase **the real you** and use this opportunity **to shine**, with a personal statement that sets you apart **from the rest**.

NAME:

Internal deadline:

LET'S GET STARTED

THE COUNTDOWN STARTS RIGHT NOW

Dates and deadlines

MARCH – NOVEMBER

Do your research. Consider which course is right for you. Take a careful look at websites to review entry requirements and ensure you have the skills and qualifications needed.

mmu.ac.uk/courses



Order your prospectus now: mmu.ac.uk/yourprospectus

Attend events. Speak to us at higher education exhibitions or our Open Days to find out what we're all about. You will be able to ask admissions tutors what we want to see in your application. Remember to write down ideas.



Book your place at: mmu.ac.uk/openday

Make a list and write a draft. Make a note of what universities are looking for in a personal statement. Get started on your first draft – it can take time to craft a great personal statement.

SEPTEMBER

Applicants can pay and send their applications to UCAS. If you've made your choice, you don't need to wait to submit your application.



Apply now: ucas.com

SEPTEMBER – DECEMBER

Ask for input. Ask a parent/carer, teacher or careers adviser to read your personal statement and make recommendations for how to improve it.

Proofread and edit. Make changes, and check your grammar, spelling and punctuation. Make sure it is no longer than 4,000 characters or 47 lines of text.

Check your internal deadline. Your school or college might have an internal deadline ahead of the UCAS deadline. Check with your teachers or careers adviser.

Attend Open Days. Find out what you really need to know at an Open Day.



Book your place at: mmu.ac.uk/openday

JANUARY

UCAS deadline. Get your application in as soon as possible. Some courses fill up fast!

FEBRUARY – APRIL

Interviews. For some courses, you might be invited to interview. Don't forget to re-read your personal statement before you go – it may form the basis of the questions.

Applicant Visit Days. When we make an offer, for most courses, we also invite you to an Applicant Visit Day to answer those final questions you might have about the course.

MAY – JUNE

Decision time. Once you've had all your offers, it's time to respond.



Check your deadline with UCAS at: ucas.com



MAKE IT PERSONAL

All about you in 4,000 characters

What is a personal statement?

Your personal statement is the one part of the UCAS application where you can let your personality shine through and where you have the flexibility to be creative and persuasive. **It gives you a unique opportunity to sell yourself, demonstrate your enthusiasm and suitability for a course** and explain **why you have applied for that particular course.**

You need to **make your application stand out** so it's important you put the work in to create the best possible impression. It's also a chance to **showcase your written communication skills**, so bear that in mind as you write.

You only have **4,000 characters (47 lines)** to make your case, so you need to structure it well and check that each sentence adds something new.

Make sure you **tailor your personal statement** so it's relevant to your course, and **include specific examples** to back everything up.

It is important to **plan what to include** and **list evidence that you think will interest an admissions tutor.**

It's never too early to start working on your personal statement. Do your research, take your time and work through several versions to create something you're really proud of.

Use this guide as a starting point for your personal statement, to help you brainstorm ideas, plan what to include and consider examples and evidence that you could use.

PRESENT YOUR CASE

Structuring your personal statement

Beginning – First impressions count

Start by stating the course you want to study and explain why. Demonstrate your genuine interest in the course and showcase what you know about the subject to grab the tutor's attention.

Don't fall into the trap of using common phrases to begin your personal statement, such as 'from a young age, I have always been interested in...' or 'for as long as I can remember I have...'

Middle – Back up your claims with evidence

Show why you are right for this particular course by illustrating the skills, qualities, achievements and experiences you have that are relevant to the course.

You should refer to your academic studies to demonstrate your course-related knowledge and how this has prepared you for your course. If you are applying for a different subject, focus on your transferable academic or study skills, such as writing, note taking, researching or digital skills.

Don't forget your personal interests and extracurricular activities. What do you do beyond school or college, and how will this help you succeed at university?

End – Finish on a positive note

Make sure your conclusion leaves a good and lasting impression. Don't let your personal statement fizzle out – go out with a bang! Try to tie together everything that you have covered and succinctly remind the tutor why they should choose you.



“ You should use specific examples in your statement to illustrate your points and when talking about your hobbies or experience you should focus on what you have learned as a result of these. ”

Ruth Macdonald,
Academic Lead in Admissions for BSc Physiotherapy, Faculty of Health and Education

ABC Framework

A Activity

Choose an activity you would like to highlight. It could be academic, a sport or hobby, or a work or volunteering role.



B Benefit

What skills or knowledge have you gained from this activity? What did you achieve and what did you learn from it?



C Course

How does this activity and what you've learnt from it link to the course you are applying for? How is it relevant to the subject you want to study?



An example:

“ My current studies in History have allowed me to improve my independent research and essay writing skills, which I will be able to use when completing assignments at university. For one of my essays I focused on Tudor England and this is an area I look forward to studying in more detail in the future. ”

Your personal statement step by step

Here, we guide you through each section of the personal statement process, giving you tips and advice along the way, as well as some example questions to get you thinking, and to help you structure your statement.

A GOOD START

The first section is a really important one. A great opening will catch the attention of the admissions tutor and immediately set a positive tone. Remember to allow yourself plenty of time to research your subject and the details of the course you have applied for. It is not enough to simply say you find the course 'interesting'; you need to explain why.

“ You need to make sure the opening of your personal statement stands out. We read a lot of personal statements so it is good to read something a bit different. It is also important to demonstrate the course you are applying for and your reasons why. ”

Polina Cowburn,
Admissions Officer,
Recruitment and Admissions

TOP TIP

Some questions to think about

- Why have you chosen this course?
- Is there anyone or anything that has inspired you to do the course?
- What is it about the subject that you like?
- What do you understand about the subject?
- Why do you want to go to university?

YOUR ACADEMIC ABILITY

Use the next section to talk about your current studies, what you enjoy about them, and how they are relevant to the course you're applying for.

“ Focus on why you want to do the course. Do your research, e.g. what units are covered, and link them to your current studies, remembering to mention any academic achievements. Think about future progression and where you want the course to lead to. ”

Liane Moore, Admissions Officer,
Recruitment and Admissions

TOP TIP

Some questions to think about

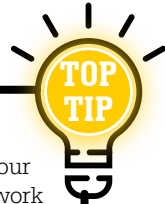
- How are your current studies relevant?
- Have you enjoyed studying any specific units that are relevant to the course?
- What are your academic skills? These might include working to deadlines, working independently and as part of a team, written and verbal communication skills, independent research or critical thinking.
- What are your academic achievements?
- Have you done any extra reading around the subject?

Have a go at using the **ABC Framework** from page 7

A
B
C

WORK EXPERIENCE

Relevant work experience can be desirable or essential for some courses, in which case this section is particularly important. But even if it's not required, be sure to include any work experience, part-time jobs or volunteering you've done – it can tell admissions tutors a lot about your potential as a student, especially if you describe how you dealt with specific tasks or responsibilities.



“ Work experience is a great way of developing your confidence and ability to work with others as well as helping you demonstrate the key qualities required for the course you are applying for. ”

Dr Neil Wilson,
Academic Lead for Nursing Admissions, Faculty of Health and Education



Some questions to think about

- Do you have any relevant work experience?
- Do you have a part-time job, or have you completed some voluntary work?
- What skills have you developed through work experience and how will they help you during your course?
- Has your work experience given you an understanding of a profession?

Have a go at using the **ABC Framework** from page 7

| | |
|----------|--|
| A | |
| B | |
| C | |

THE PERSONAL TOUCH

Give the reader a real insight into your personality and your passions by talking about your interests and hobbies, including extracurricular activities and achievements. Universities are looking for well-rounded students with varied interests and experiences, so give them a sense of what you're all about! Remember to make sure you choose examples that are relevant to the course you're applying to.

Some questions to think about

- What have your interests and hobbies taught you, and what skills have you developed that will be useful at university?
- Has your hobby helped your interpersonal skills or your ability to work in a team?

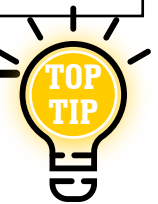


Have a go at using the **ABC Framework** from page 7

| | |
|----------|--|
| A | |
| B | |
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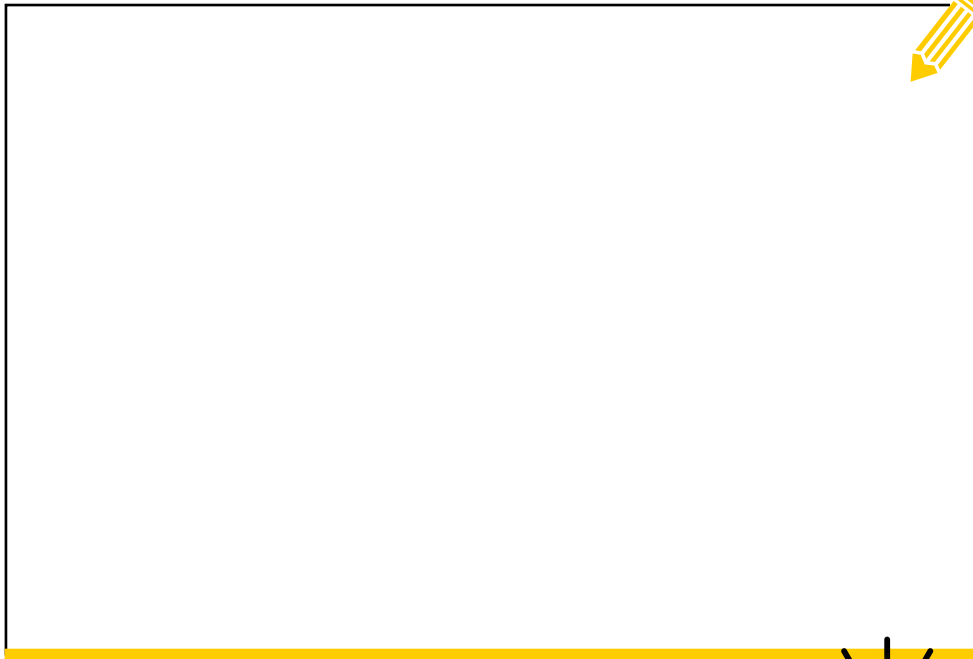
“ Include the things you're doing outside of your studies which support your interest in the course or subject field. If you don't feel like they are directly relevant, think about the skills you have developed as well. ”

Eleanor Wharfe, Student Recruitment Officer, Recruitment and Admissions



WRAP THINGS UP

The conclusion is your opportunity to bring everything together and end on a high. Summarise your interest in the course and why you believe that you would thrive at university. You could also mention how university will help you to achieve your ambitions.



“ Try to keep it focused, clear and concise - plan and draft it and get someone you trust to read over it and give feedback, ensuring that the grammar and spelling has also been checked. ”

Liane Moore, Admissions Officer, Recruitment and Admissions

PERSONAL STATEMENT DOS AND DON'TS

Do:

- Draft, draft and draft again. You're unlikely to write a perfect statement straightaway, so be patient and accept you might have to make a lot of changes before you're happy to submit.
- Be positive and enthusiastic. Don't leave the reader in any doubt that you're passionate about your chosen subject.
- Back up any statements with examples. Provide evidence to justify any statements you're making. Think ABC!
- Keep the reader engaged by varying your language. Using "I" at the beginning of every sentence or repeating other words/phrases will stifle the flow of your statement.
- Check out the relevant course pages on university websites. They may include some extra guidance on what they're looking for from your statement or provide inspiration on where your focus should be.
- Ask people to read it and give feedback. Tutors, advisers, family, friends – they can all help you to arrive at that perfect personal statement.

Don't:

- Feel the need to use overly elaborate or formal language. You want the statement to come across as natural and personal.
- Waffle. Be concise, as this will help you to make the most of the limited word count.
- Copy anyone else's work. UCAS uses similarity detection software to check for plagiarism.
- Submit your statement without checking and rechecking for mistakes. Spell check software won't pick up everything.
- Lie. Writing about experiences you haven't had or embellishing others could cause you problems later down the line. You may be asked to talk in great depth about your experiences if you're invited to interview.
- Use quotes unless they truly add something to the statement. Keep it personal and use your word count to tell the reader more about you.

SHOWCASE YOUR SKILLS

Sometimes we find it hard to talk about ourselves positively and it can be easier to identify the strengths of others. Put yourself in the shoes of your friends or family and think about how they would describe you. Write down three skills that they would say you have.

1.
2.
3.

To get you started, we have listed some suggestions that you might be able to use and expand on. Circle any skills or qualities that you can relate to, and think about what evidence you could use to demonstrate them.

Communication

Analytical skills

INITIATIVE

Problem solving

Leadership

Confidence

Commitment

Self-discipline

PRESENTATION SKILLS

TIME MANAGEMENT

TEAMWORK

LISTENING

MOTIVATION

Confident

Organised

Critical thinking

Creative

Research skills

You can use these skills to help you to complete your activity log.



YOUR ACTIVITY LOG

Use this table to keep a record of all the good things you have done that have helped you to prepare for university and your course. This could include anything from attending a university summer school, to completing The Duke of Edinburgh's Award, to job shadowing a professional.



TOP TIP

“ Being involved with a range of interests is an important element of your statement because it tells us individuals are actively engaging with activities and not just waiting for things to happen. For example, I like to see if you have a job, that you volunteer, are in clubs and societies, or are involved with sport. These are qualities that will make university life more successful. ”

Johnny Magee, Academic Lead for Admissions and Recruitment, Faculty of Arts and Humanities

| Activity | When | Skills/experience gained | Link to university/course |
|---|-------------|---|--|
| Example: <i>Attended summer school</i> | <i>July</i> | <i>Presentation and teamwork skills from campaign delivered</i> | <i>Communication skills for group work assessments</i> |
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YOUR NEXT STEPS

You may feel like there are areas you need to develop or activities you need to complete to improve your personal statement. This could be attending an Open Day to find out more about a course or arranging some relevant work experience.

Write down three goals you aim to achieve to help write your personal statement. You can also include a date you hope to achieve these by.

1.

Complete by:

2.

Complete by:

3.

Complete by:

Where to find out more

Start online with course information and personal statement advice

[ucas.com](https://www.ucas.com)

Research your course and book an Open Day

[mmu.ac.uk](https://www.mmu.ac.uk)

View example personal statements, but don't be tempted to copy

[thestudentroom.co.uk](https://www.thestudentroom.co.uk)

Use this space to brainstorm ideas

INTERESTS AND HOBBIES

COURSE

ACADEMIC SKILLS

CAREER ASPIRATIONS

ACHIEVEMENTS

CURRENT STUDIES

WORK EXPERIENCE

VOLUNTARY WORK

NOTES

FIND OUT WHAT YOU REALLY NEED TO KNOW

book your place and plan your day at
mmu.ac.uk/openday

ANY QUESTIONS?

We're here to help.

mmu.ac.uk/course-enquiry

0161 247 6969

CONNECT WITH US

