



## PERSONAL STATEMENT WRITING FRAME

Name:

### Occupation / training course you are applying for:

- **Paragraph one** – Introduce yourself and state the specific job / course you are interested in. Explain your **interest** in that particular job / course. Why do you want to do it or study it? Give as many good reasons as possible, including the **skills** you have in this particular area and any **experience** you may have.
- **Paragraph two** – What general **work experience** / positions of responsibility have you had / do you have? Babysitting and paper rounds count here, as well as any voluntary work such as looking after family members.
- **Paragraph three** – What **awards** / certificates / representative honours have you achieved?
- **Paragraph four** – Explain the type of person you are and your personal **qualities** e.g. reliable, trustworthy, punctual, caring, friendly, hard-working etc.
- **Paragraph five** – Explain your other **hobbies** and interests to show you are a rounded person.
- **Final paragraph** – Thank them for taking the time to read your personal statement and conclude, stating how you hope that you are successful in getting this job / a place on this course.
- Sign off with your full name.

Your personal statement must be:

1. No more than one sheet of A4 paper
2. Typed & printed out on fresh clean paper

Your Personal Statement can then be amended in Year 11 for your College/Apprenticeship applications.

LET YOUR LIGHT SHINE

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