

# Personal Statement Top Tips



UNIVERSITY OF  
LINCOLN

The Personal Statement is an important element in your university application. Here are our top tips to help you to put yours together.

## Planning is key

Make a list of what you want to include. This will prevent you from going off track.

## Keep your statement subject specific

Demonstrate why you are interested in studying your chosen course.

## Tell us about your work experience

Detail your work experience, what you learned, and how these skills apply to your chosen course.

## Tell us about your transferable skills

Talk about your transferable skills, such as team work and communication, and how they will support you at university.

## Be positive about yourself!

It's important to sell yourself and pick out your key skills and strengths.

## Ask for help

Don't be afraid to ask for support and make sure you ask someone else to proof read your statement when it's finished.

## Use plain English

It's important that your statement is clear so avoid using overly complicated words and phrases.

## Always be honest

It is always important to tell the truth in your personal statement as you may be asked about it later.

## Take your time

While it's important to start early, don't rush your personal statement. The UCAS application deadline is 26 January.

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