
PERSONAL STATEMENT GUIDELINES

GENERAL APPEARANCE AND FORMAT

- Find out if your program has any requirements for your personal statement such as character or word count limits or page limits.
- Is there a prompt or question you need to answer within your personal statement? Make sure you are aware if there is and answer it clearly.

PERSONAL STATEMENT OUTLINE

- **1st Paragraph:** This is your “Hook” or story to entice the reader into wanting to know more about you! Think of an impactful experience that you can talk about, a quote, a story to catch the reader’s attention. Be unique to stand out!
- **2nd Paragraph:** This paragraph can answer the “Why you want to be a.....”. Use a transition sentence from first paragraph to help flow such as “This experience solidified why I want to be a”. This is a good place to address your prompt if there is one.
- **3+ Paragraph(s):** Talk about experiences you’ve had that have prepared you for this role or program. Experiences may include but are not limited to shadowing, research, teaching, patient-centered care, study abroad, relevant work, notable projects, etc. The key is to talk about what skills you gained through these experiences that have made you a viable candidate for this role or program.
- **Third to Last Paragraph:** Talk about how you are a well-rounded candidate. Include clubs/organizations and volunteer service. Admissions committees like to see how you have gotten involved and contributed to society.
- **Second to Last Paragraph:** If applying to a specific program such as a graduate school, make sure to talk here about what it is about their program that aligns with your interests, values, and background.
- **Final Paragraph:** This is a conclusion to your essay and should wrap up what you’ve done to prepare you for this next step. Try to tie in your conclusion somehow back to your original “hook” story.

STILL STUCK?

- 1st Draft (Brainstorming)- create an outline of what you are going to talk about based on the paragraph suggestions above, making sure to address prompt questions as well as researching the institution.
- 2nd Draft- focus on flow. Just get some words on paper. When reading it out loud, is it interesting and flow well, or is it choppy?
- 3rd Draft- Does it meet the length/character/word count requirements? Check and double-check your spelling and grammar.
- Finalize and perfect!
- Supplementary Documents - Don’t repeat yourself - don’t copy and paste.

PERSONAL STATEMENT SUMMARY

Knowing what information is required for you to include and understanding the general purpose of a personal statement are key components to making your application shine. Carefully follow instructions from each program you are applying for when creating your personal statement.

REMEMBER:

<p>Pay attention to the application—make sure to answer the prompts you are requested to address. Lead into your answer with part of the question asked as a prompt.</p>	<p>Develop a “hook” to help your statement stand out from the rest of the application pool and incorporate this angle throughout your work. Make it memorable!</p>	<p>Understand the difference between word count (# of words) and character count (characters including spaces).</p>	<p>Be assertive—actively research where you are applying and incorporate this research into your work.</p>	<p>Get specific—align your statements with specific and concrete examples and reasons (explain why you are a hard worker, why you would be a great fit to the program, etc.).</p>
<p>Be picky—don't include certain topics, like accomplishments in high school, potentially controversial subjects, or notions you think the admissions committee wants to hear.</p>	<p>Avoid incorporating clichés—stay away from often-repeated and tired statements (“Ever since I was little I knew I wanted to be a...” or “My passion is to be a...”).</p>	<p>Stay away from strictly describing hardships—your statement won't be effective if you just focus on difficult circumstances versus giving a sense of your qualifications and how they align with that program.</p>	<p>Be honest, confident and authentic within your work. You are special, wonderfully unique, and would be a fantastic asset to the program just by being who you are.</p>	<p>Proofread your work carefully— check to make sure you used strong language, technical terminology from the field and you related your qualities/goals to the program.</p>

ADDITIONAL THOUGHTS:

The statement should be concise and not redundant, as it is used as an indicator of your writing ability and to determine whether the program suits your needs. You will be selected for an interview based on your carefully thought-out responses to these questions. Furthermore, many of the interview questions from the admission committee/panel will be taken from this document. So, select your responses thoughtfully and authentically. When you have answered all the program's questions and compiled your information into one document, have someone from [Career Services](#) edit and/or proof it with you. This must be error-free.