

## PERSONAL STATEMENT

Your Personal Statement is a short essay that introduces you to your reader. This is an opportunity for you to effectively write about your character, values, skills, interests, and work ethic. You can list academic and other achievements and experiences provide samples of your best works to show how these connect with your goals for the future. College and scholarships require this type of statement to determine if you would be an asset to their institution or deserving of any awards.

As a separate Word document, write a 300-500 word essay to be used as your personal essay for college admissions, scholarships or other career opportunities. You may use the steps below to guide you.

**Step 1:** Outlining your personal statement

- Think about your skills, achievements and experiences, interests, best work, and values that relate to your professional and life goals.
- Think about your growth during your four years in high school.
- Think about the skills you will need for success in the future.

**Step 2:** Consider what documentation you have that would convince someone that you are prepared to graduate from high school and are ready to accomplish the professional or life goals that you set for yourself.

- Decide which current skills, best work, experiences, and activities will be used to convince others of your readiness to achieve your post-high school plan.
- Identify and list the skills that you intend to write about.
- Be sure to include all the components listed on the Checklist for the Personal Statement listed below.

**Step 3:** Review the Six-Trait Writing rubric as a reminder of what a quality-writing sample should be like.

**Step 4:** Compare your paper to the Checklist of requirements for the Personal Statement to ensure that the required parts are included in the paper.

Yes	No	Checklist for the Senior Personal Statement
<input type="checkbox"/>	<input type="checkbox"/>	Content convinces intended audience of your preparedness to achieve personal, career, and education goals
<input type="checkbox"/>	<input type="checkbox"/>	Work is neat, clearly understood, and well organized
<input type="checkbox"/>	<input type="checkbox"/>	Work is free of spelling, grammatical, and typographical mistakes
<input type="checkbox"/>	<input type="checkbox"/>	Clearly articulates your short- and long-term goals, your plans to achieve both, and includes the timeline
<input type="checkbox"/>	<input type="checkbox"/>	Clearly articulates that your Career Pathway and career choice is based upon interests, skills, work values, experiences, and achievements
<input type="checkbox"/>	<input type="checkbox"/>	Current skills and planned experiences are used to convince others of your readiness to achieve your post-high school plan. These should include experiences such as work and service learning and how these have influenced your career decisions

**Step 6:** Ask your family, teachers, and/or friends to review your work. Does the Statement and supporting documentation convince them that you are prepared for meeting your post-high school plans?

Congratulations on completing your quality Personal Statement. This will be valuable to you as you prepare your senior formal presentation.