

## Writing the Final Copy of The Personal Statement

Your Personal Statement gives you an opportunity to introduce yourself and your best work to readers. This is an opportunity for you to effectively write a Personal Statement that combines selected skills, interests, work values, achievements and experiences with samples of your best work to show how these connect with your goals for the future. College and scholarship applications require similar statements; part of your high school exit or culmination project may require this type of statement. This is an opportunity for you to reflect on your four years of high school and what you plan to do in the future.

The following process will take you from your junior year draft to your final Personal Statement. Make this one of your samples of your best writing.

### Steps to writing the final Personal Statement

- Step 1:** Review the entire contents of your Portfolio.
- 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 in your Portfolio that would convince someone that you are prepared to graduate from high school and 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:** Read the first draft of your Personal Statement you placed in your "Junior Year *MY FUTURE PLANS*" folder. Review your Statement to determine what skills and documentation you have added to your Portfolio in your senior year that should be included in the Statement. Make revisions to your Personal Statement.
- Step 5:** Compare your paper to the Checklist of requirements for the Personal Statement to ensure that the required parts are included in the paper.

### Checklist for the Senior Personal Statement Content

All the following components must be reviewed and approved by the instructor before the Personal Statement is evaluated for writing proficiency.

Yes	No	
<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?
- Step 7:** Revise the Statement as needed. Place the finalized copy of your Personal Statement in the Senior Year "*MY FUTURE PLANS*" folder.

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