

I am committed to pursuing my interest in Business Management and related topics at university. I am fascinated by the variety of factors that impact business performance and by the dynamics of people involved in organisations. My commitment has been influenced through my A Level studies and experience gained in the following three areas; First, I gained a distinction award for Young Enterprise, where I was marketing director and sales manager providing leadership and innovative ideas for a successful company. Second, in 2002 I arranged work experience at ABC Marketing, a small marketing company which designs and promotes products on behalf of national companies. This was an invaluable introduction into Business life where I saw the whole business spectrum. I have taken further opportunities to gain exposure to the business environment whenever possible. For example, in July 2003 I spent a day at DEF Ltd, a large manufacturing industrial company, observing senior management practice. Third, since September 2002 I have undertaken paid employment at GHI, an independent bookshop. This has given me further insight into management techniques, sales and customer relations.

I am well integrated into school life. I am a school prefect with responsibilities for PR and leading year 8 assemblies and mentoring younger pupils. I have demonstrated my ability to develop new relationships with people other than my immediate peers through my active involvement in the school 'Buddy System'. The training I have received has given me the ability to confidently tackle different situations in a responsible manner. I think that these are attributes that will prove useful in this degree course and university life.

Additionally, I have obtained a bronze Duke of Edinburgh's award. I particularly enjoyed the service element to this where I worked in a Red Cross shop and I was able to witness business practice in action in the charitable sector. I have also achieved a Sustainable Design Award for my innovative project choice for A Level Product Design, which is being supported by professors at Loughborough University.

In the summer I went on an Insight course at Exeter University, where I stayed in student halls, attended lectures and social events. I thoroughly enjoyed the experience it afforded me. We undertook many difficult team projects, which showed me the value of team work and decision making, something which I hope to carry through my whole career in business. Although I found some aspects of this week challenging I was able to frequently think beyond the familiar and prove my commitment and overall enthusiasm. This week has provided me with many transferable skills that I hope to develop through doing this degree course.

Also, during my summer holiday, I went on a three week school expedition to Northern India. This was a character building experience that stretched me immensely. In particular, the importance of relying on other people and of group dynamics, was demonstrated to me. I was given leadership roles which involved guiding the team successfully and safely through difficult situations. I am proud of the fact that I rose to these new responsibilities, such as, negotiating transport, currency and the team budget, which were very challenging in a Third World country.

I enjoy playing the saxophone and have done so for 6 years and play weekly in my church music group. I also relax through creative hobbies and aerobics.

I believe that I have much to offer as an individual, and that I show dedication and tenacity to all that I undertake. I sincerely wish to continue my personal development and academic abilities in a university setting.

My comments are in <>:

<general point: this is quite a good personal statement, but after reading it I have no idea of which A level's you are taking! You have not mentioned these at all. This is hugely important. You go on at length (too much length) about your work experience, but say nothing about your A level courses, which bits you enjoyed etc. Since you are applying for academic study, rather than a job, this makes the statement very unbalanced ... it's almost as if you don't want to talk about academic study! This is strange, since your A level study should be a dominant feature of your life at the moment! You MUST add a paragraph, perhaps at the end, I think.

The English will read better if it is simplified and shortened; I have made quite a few edits below.>

I am committed to pursuing in Business Management and related topics at university. <Is this consistent with your choices? I once interview someone for a maths course whose personal statement said he wanted to read engineering!> I am fascinated by the variety of factors that impact on business performance and by the dynamics of people involved in organisations. My commitment has been influenced through my A Level studies and experience gained in the following three areas;

First, I gained a distinction award for Young Enterprise, where I was marketing director and sales manager providing leadership and innovative ideas for a successful company.

Second, in 2002 I arranged work experience at ABC Marketing, a small marketing company which designs and promotes products on behalf of national companies. This, together with further work experience at DEF Ltd, was a valuable introduction into business life and the whole business spectrum. Third, since September 2002 I have undertaken paid employment at GHI, an independent bookshop, giving me further insight into management techniques, sales and customer relations.

I am a school prefect with responsibilities for PR and leading year 8 assemblies and mentoring younger pupils. I have demonstrated my ability to develop new relationships with people other than my immediate peers through my active involvement in the school 'Buddy System'. The training I have received has given me the ability to tackle different situations in a responsible and confident manner.

I particularly enjoyed the service element of my bronze Duke of Edinburgh's award to this where I worked in a Red Cross shop and I was able to see business practice in action in the charitable sector. I also achieved a Sustainable Design Award for my innovative project choice for A Level Product Design, which is being supported by staff at Loughborough University.

In the summer I went on an Insight course at Exeter University, where I stayed in student halls, attended lectures and social events. I thoroughly enjoyed the experience! We undertook many difficult team projects, which showed me the value of team work and decision making, something which I hope to carry through my whole career in business. Although I found some aspects of this week challenging I was often able to think beyond the familiar and prove my commitment and overall enthusiasm. This week has provided me with many transferable skills that I hope to develop at university.

During my summer holiday, I went on a three-week school expedition to Northern India that stretched me immensely. In particular, I learned the importance of relying on other people

and of inclusive group dynamics that build on the particular talents of its members. I was given leadership roles which involved guiding the team successfully and safely through difficult situations such as negotiating transport and currency and managing the team budget. This was very challenging in a Third World country.

I enjoy playing the saxophone <grade ?> in my church music group and pursuing creative hobbies such as <give a picture of yourself as a rounded person here ... something cultural is needed such as Hardy's books? - be specific - everyone can say they enjoy reading!> and aerobics.

<Now the important bit ...!>

Last, but not least, I have enjoyed many aspects of my A level courses. For <subject 1> I learned a great deal from my group work assignment on <something>, for <subject 2> I found the statistical analysis of my <frog sexing> data very satisfying since it brought out an association between <frog sex and water temperature> whilst for <subject 3> the synthesis of source material from textbooks, newspaper articles and the web resulted in a presentation to other class members that provoked much discussion.

<You can see what I am looking for here. I want enthusiasm for academic study to show through in what you write, and I want evidence that you can cope with, and have an aptitude for, analytical thinking, synthesis of material from several sources, mathematical or statistical analysis and clear written and oral presentation. NB You can expect to be asked about what you write here in detail at an interview; take some examples along to produce if asked.>

I believe that I have much to offer and that I show dedication and tenacity to all that I undertake. I think that these are attributes that will prove useful at university and in my intended career as a <frog sexer - I am looking for evidence here that you have a well thought-out goal and not just applying to uni so you don't have to get a "proper job">.

I have always had a fascination with science and technology and this has developed into my interest in physics, space, and flight. I want to continue this into a career that relies upon applied maths and physics, and incorporates solving problems related to these subjects. My interests have led me to participate in engineering challenges at \* Grammar School, namely the \* Challenge in which my team won the award for the best design, and the TLA (Three letter acronym) Engineering Challenge for which the team of four I was apart of won first prize and £1000 for the school's Design and Technology department. I was also involved in the \* Green Power Challenge but could not continue with it after leaving \* Grammar. As a part of these teams I feel I provided technical knowledge and was relied on to provide practical advice.

At 15 as part of the school curriculum I had a work experience placement at \* Ltd working as a member of the IT department. The fact that I got on well in this adult environment is shown by the fact that I was asked to come back and work again which I did at every opportunity during my holidays. Working in an IT department showed me a typical working environment and company structure an further developed my team working skills. It also taught me about providing a service to company employees as well as practical knowledge about PCs and the systems involved in keeping a company's computing network up and running.

I chose to leave \* Grammar at the end of my GCSE's because although I had enjoyed, I wanted a new start and new social surroundings, but also a new and more relaxed teaching environment that college could give me. Through out my GCSE's I had found myself enjoying and understanding the more logical and technical subjects such as the sciences, maths and design & technology, and so decided to continue them on to A-level.

Due to the distance involved in travelling from my house to \* and back everyday I decided to live with my grandparents during the week, as they live very close to the college. Although this is only during the week and is with family it has taught me independence and I have had to learn how to organise my own time and work load, putting me in good stead for university.

The technical knowledge I have developed by in working in IT support departments I have applied to setting up a network of computers and printers at home. I am very keen on iMacs and use Apple technology (iPod and iTrip) to provide sound systems and playlists for social events.

I carried on maths physics and chemistry as my A-level subjects as I have a keen interest in all of them, especially physics which has always interested me. Recently I have been taking part in the Physics Olympiad Competition in which I have received a Merit Award and continued on to the next round. Doing physics at an advanced level has developed my interest and awareness of the physical world.

Out of College I sail regularly and have gained several qualifications including RYA Advanced Sailing Red and White, RYA Day Skipper, and RYA Power Boating level 2. I am currently working towards a Dinghy Instructors qualification. I also have a keen interest in SCUBA Diving and help at my college SCUBA club whilst working toward gaining my Advanced Open Water Diver certificate.

This is an excellent statement ... so here's how you can make it better!

With English for this type of thing, less means more. You will get more clarity if you simplify the English a bit and think about the order of the paragraphs. I have put some suggestions in the version below. This is shorter, and therefore gives you some space to include something "cultural"; reading this, I am in no doubt that you'd make an excellent science student, but you look a bit one-sided. What (serious) novels do you read, what sort of music do you like etc? (Do NOT put sci-fi or fantasy here - you'll look like some sort of wierdo if you do!) I would like to see a person who will be able to fit into any environment and be able to talk to a wide range of people, not just scientists.

The statement.

I have always had a fascination with science and technology and plan a career in physics, possibly specialising in aerospace. I enjoy applied maths and physics, especially applying what I am learning to solve real-world problems, such as the engineering \* Challenge when I was at \* Grammar School. My team won the award for the best design! Later in the TLA (Three letter acronym) Engineering Challenge my team of four of won first prize and £1000 for the school's Design and Technology department. I was also involved in the \* Green Power Challenge. As a part of all these teams I provided technical knowledge and took the lead in providing practical advice.

At 15 I had a work experience placement at \* Ltd in their IT department. I really enjoyed this, learned a huge amount and was asked to come back during my holidays. For the last two years I have been responsible for managing the ? operating system, and providing support and informal training on the ? software for others in the team. Working in an IT team showed me a typical working environment and company structure. It also taught me about providing a service and communicating with company employees. I acquired a mass of practical knowledge about PCs and the systems involved in keeping a company's computing network up and running. I have applied this to setting up a network of computers and printers at home. I am very keen on iMacs and use Apple technology (iPod and iTrip) to provide sound systems and playlists for social events.

I chose to leave \* Grammar at the end of my GCSE's because although I had enjoyed it, I wanted to experience the more independent learning environment that \* College could give me - to say nothing of the new social surroundings! I live in \* with my grandparents during the week. I have certainly had to learn how to organise my own time and work load, putting me in good stead for university. I always strive to get the most out of my college work, especially in my maths, physics and chemistry A levels. Physics is especially fascinating and recently I took part in the Physics Olympiad Competition, getting a Merit Award and continuing on to the next round. Doing physics at an advanced level has really developed my interest and awareness of the physical world and I plan to make it a big part of my studies and career.

Socially, college is also a lot of fun! <Drama/music/cultural events here such as "I have joined the frog sexing club, and we spend the weekends going up and down the banks of the Thames sexing frogs."> I also have a keen interest in SCUBA Diving and help at the college SCUBA club whilst working toward gaining my Advanced Open Water Diver certificate. I sail regularly and have gained my RYA Advanced Sailing Red and White, RYA Day Skipper, and RYA Power Boating level 2 certificates. I am currently working towards a Dinghy Instructors qualification.

<Something to round it off now> I believe I have the sound base of mathematics, physics, chemistry and IT skills needed for university study and I am looking forward to learning more. <Are you doing an Industrial Training placement as

part of your studies? If so, mention it here as the primary reason for choosing the particular degrees you have selected? Or are you choosing the course because it leads to chartered engineer status, a particular career or what ... give some evidence that you have good reasons for choosing these particular courses. Note that university admissions officers will see only their own university amongst your choices - not your other choices - but this part will be common and so need to apply to ALL your choices.>

## Personal Statement

Nursing is such a diverse, challenging and worthwhile career that I really feel it is the right course for me. It is a vocation for people who are practical, conscientious, reliable and who find it easy quickly to establish good, trusting relationships with new people. I have these skills and a genuine desire to help people when they need it most. The role of the nurse is changing in the NHS, with more opportunities for nurses to take greater responsibility for patient care and to become specialists in areas such as intensive care, cancer treatment and other specialties. In studying for a degree in nursing I hope that I will be able to make the most of these opportunities as my career develops. The greater use of Information Technology as the National Programme for IT is implemented in the NHS will have a great impact on the way that patient information is recorded and used by nurses. It will be important that nurses in the NHS are confident in the use of IT and I believe that my A level in Information Technology will help me in this area.

When I was first considering nursing as a career I thought that I would prefer paediatric nursing and arranged for work experience of paediatrics in two hospitals. My first week of work experience took place at St Mary's hospital in Paddington, where I particularly enjoyed my time in the paediatric A and E department. I spent my second week at Leicester Royal Infirmary where I helped on various paediatric wards and in outpatient clinics. My work experience helped me to decide that nursing is for me because I was able to see how doctors and nurses work together as a team and what a huge contribution the nurse makes, not only to the care of the patient but also to the patient's family. I have had recent experience of adult nursing when my father became seriously ill earlier this year and spent four months in hospital. The nursing staff helped me and my family through this time with care and professionalism and I would like to do the same for other people. I have now decided to focus on adult nursing because I feel that there may be wider opportunities for me in this area of nursing and because it is more distressing when young children are ill.

At school I achieved the Duke of Edinburgh Bronze award, by helping with Beavers for six months, taking a photography course and developing my sailing skills. In my spare time I continue to enjoy sailing and I have achieved RYA certificates 1 and 2 and the Seamanship qualification in sailing. I like to go snowboarding once a year with friends and family. I enjoy doing voluntary work within my church, leading the junior choir, and helping at Sunday school, the holiday club and the crèche.

I have had a number of part time and full time jobs. As a Saturday girl I ran the Photo Lab in my local \*\* store for nearly two years, and was a door hostess at \*\* for over six months. This summer I spent seven weeks away from home working for the holiday company \*\* as a Group Leader, responsible for young children, working in a team and communicating effectively with other members of staff, parents and children.

At the moment I am taking a gap year so that I can travel and enjoy new experiences before settling down and starting university. I am working full time at \*\* as a sales assistant, and in the evenings I also work in a pub, to save money so that I can visit Africa, Australia, New Zealand and America.

I have chosen nursing as a career because I know from personal experience how important it is that patients receive good care when they are at their most vulnerable. I want to feel that I have helped someone to regain their health, independence and dignity - whether it is after cancer treatment or a broken bone. I hope that my degree in nursing will be the beginning of a lifelong career that will really make a difference.



I have a few comments, from the point of view of an interviewer.

There is much that is very positive about this statement. What comes through strongly is that \*\* has made a choice, rather than just drifting into something, and that she's committed. There is no doubt that she knows what she's talking about/letting herself in for, having had the work experience etc. She also seems to be a nice person!

The main point I have is that she doesn't talk about her current studies at all ... maybe she hates studying ... how can I tell? But as an interviewer, I would want to be sure that she'll be able to cope with the academic side of things and the sheer workload involved. She will not get an offer based only on wanting to be a nurse and being a nice person. She will need to demonstrate she is academically able and enjoys the challenge of learning new things. The best way to do this is to include a paragraph saying something like:

"I am taking A levels in Toad Sexing, Frog Management and IT. This combination covers a range of skills, and I have particularly enjoyed the design of an experiment to predict toad sex and using statistics and spreadsheets to analyse the data. In Frog Management, I was involved in setting up a frog breeding company, which required market analysis, time management and financial costings. My report was designed for an "MD" and "financial backers" and I also did a press release. It was very interesting to report the same basic ideas in a variety of formats. My A level in IT has given me a range of skills that have already proved useful in other areas; for example I was able to design a front end for a spreadsheet in Visual Basic that I used in Frogs."

Why is this good to put in? Well, it gives the interviewer a lot of entry points into the best aspects of \*\*'s skills. He/she will be able to ask quite detailed questions about it, for which \*\* will have been able to prepare. For example, she could take along a screenshot or two of her work in IT and talk about how she did it, ditto her report on Frogs and the report on sexing. It gives a strong impression that \*\* can cope with academic work. The point about being able to communicate technical information to a variety of audiences will not escape the interviewer's notice either.

The statement is already long, so something will have to go. I suggest the first paragraph. Why are you telling the interviewer/admissions tutor what is happening in the field of nursing ... they already know this! The statement should be about \*\* ... the first paragraph is therefore padding, in fact adding nothing. I would replace it with the above, suitably transcribed to \*\*'s A levels and expanded a bit.

Finally, the gap year could be construed as drifting/an indulgence. I would be a bit more definite about why you want to do this, if possible, and what you expect to get out of it. Otherwise it neutral; neither good nor bad.