

Name.....

Date.....

Personal statement: Planning / drafting sheet

Why do I want to do the course Write which course you are applying for. Write some information about why you want to do a particular course.	
Work experience Have you done any work experience, volunteering, part-time or full-time jobs? What skills did you learn from these?	
Past experience of studying What have you studied in the past? What did you learn or achieve? You can mention certificates, competitions or awards.	
Skills and interests Write about your strengths, tasks you enjoy doing and things that you are good at.	
Future plans What are your long-term goals? How will this course help you to achieve these goals?	

Vocabulary:

punctual enthusiastic highly skilled in xyz hardworking

organised reliable caring outgoing

want to progress with/in interested in xyz / fascinated by xyz