**Personal Statement – Ideas Generator**

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| **Research the apprenticeship/job you are interested in thoroughly.***What academic requirements do they want? What will the job entail – what will you actually be expected to do? What is the history of the company – when did it start, what does it do, who is in charge of it? Do they list skills/qualities in a person they are looking for – if so, what are they? What else can you find out?* |

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| **A strong opening paragraph (3-4 sentences maxiumum), summarising who you are, why you think you would be good at this job, and why you want it.** (Often easiest to leave until last to write).*E.g. My name is …., I am currently a full-time Year 12/13 student at Toot Hill College studying …, … and … , in which I am predicted to achieve … I am applying for this apprenticeship/job because I am (e.g. hardworking, conscientious etc.); moreover this has always been a job I have been interested in because …* |
| **Why, in more detail, do you want this job?***What do you like about this company? What do you like about the job? What previous experience have you had that has led you to be interested in this job?* |
| **What subjects/topics have you studied at school that are relevant?***Which subjects are you currently studying at school? List all the topics you can remember studying in those subjects –* ***as many as you can****. Now look back at them – which are most relevant to the job? Why?* |
| **Are there any academic achievements you can mention?***Academic prizes / competitions? Top marks / full marks in any of your pieces of work?**Have you ever been put in a position where you need to teach other students?* |
| **What work experience have you had?***What have you organised for Year 12 work experience? Did you complete any work experience lower down in school? Have you held additional responsibilities in school e.g. working with lower school students/prefects/ambassadors/student voice?* |
| **Can you think of anything else you might have done that demonstrates any of these ‘transferable skills’?***Good communication skills, IT skills, organisation skills (e.g. meeting deadlines), teamwork/working with other people, leadership, problem solving, resilience (keeping going despite problems), personal motivation (completing work not because you are told to but because you are motivated to do so), good listener, presentation skills, research skills, commitment (following through until something is completed), self-awareness.* |
| **What additional enrichment activities do you do / have you done recently?**DofE, Student Union/Student Voice, Sports team, music, drama/theatre, dance, Scouts, Guides, National Citizenship Service, Cadets, other hobbies, volunteering, World Challenge, travel – with or without school etc.? |