



# How to Write a Personal Statement

## What Is the Purpose of a Personal Statement?

A personal statement is your opportunity to demonstrate your enthusiasm, commitment, and the value you bring to a company. It allows you to present your unique qualifications and distinguish yourself from other candidates. When hiring managers are making a final decision, your personal statement can be the deciding factor in setting you apart.

## How to Write a Person Statement

Below is a checklist of key elements to include in your personal statement:

## What to include:

- Your career aspirations and long-term goals
- The reasons you became interested in the role you are applying for
- Examples of relevant academic or professional experience
- Previous job roles or educational experiences that were particularly meaningful
- What attracted you to the company and why you want to be part of their team
- Additional academic interests, passions, or hobbies that reflect your character and personality

## How Long Should Your Personal Statement Be?

- The length of a personal statement depends on the company and role you are applying for.
- Ideally, it should remain under 1,000 words while thoroughly showcasing your qualifications and strengths.
- Avoid unnecessary brevity that omits key details—this statement plays a crucial role in your application, so ensure it effectively highlights your skills and experiences.

## Common Mistakes to Avoid

When writing a personal statement, honesty is essential. Avoid exaggerating your qualifications, interests, or experiences, as hiring managers can easily identify inaccuracies. Additionally, do not:

- Submit a statement that is either too long or too short
- Include negative or irrelevant information
- Write a personal statement without a clear, well-structured format



## Additional Tips for Crafting a Strong Personal Statement

- Begin with a compelling introduction to capture the reader’s attention
- Connect your personal interests and passions to the role you are applying for
- Be honest, but maintain a positive and professional tone
- Avoid overly complex language—keep your writing clear and direct
- Convey enthusiasm and a genuine passion for your industry
- Have someone review and proofread your statement for clarity and errors
- Do not simply repeat content from your resume or CV
- Let your personality shine through

## Personal Statement Examples

### Career Break Personal Statement Example

A career break can be framed positively on a resume, highlighting transferable skills, personal growth, and relevant experiences gained during your time away.

#### Example:

"Detail-oriented and proactive professional with a strong foundation in [your field]. Following a planned career break for [reason for break, e.g., caregiving, education, personal development], I am now fully prepared to re-enter the workforce with a renewed focus, valuable insights, and enhanced skills in [mention relevant skills]. Adept at [list key abilities], with a proven track record of [highlight relevant accomplishments]."

### Career Change Personal Statement Example

When transitioning into a new field, it is crucial to emphasize transferable skills, relevant experiences, and the motivations behind your career change.

#### Example:

"Results-driven professional transitioning into [new field] with a strong background in [previous industry]. Leveraging expertise in [transferable skills] to bring a fresh perspective and analytical approach to [new field]. Passionate about [key aspects of new career], with a proven ability to [demonstrate relevant competencies]. Eager to apply [existing strengths] in a dynamic role and contribute meaningfully to [new industry]."