Tips for Writing a Personal Statement

1. A personal statement should clearly describe how your personal history or experiences have influenced your intellectual development and professional goals.

2. If the graduate or summer program has questions that your personal statement should address, make sure that you address and answer all of their questions.

A personal statement must include:

- Excellent grammar
  - Make sure that all the sentences in each paragraph relate to the topic sentence for that paragraph.
- Professional & mature writing style
  - Ask the Writing Center within CATS, your advisor, your mentor, family, and friends to review your personal statement for grammar and content. Ask them if your personal statement adequately reflects your personality, strengths, and goals.
- Academic goals
- Professional goals
- **Experiences** (specific examples):
  - Community or social involvement
  - Intellectual experiences
  - Major achievements
- Optional items for a personal statement:
  - Social-economic background
  - Family background
  - Educational background
  - Cultural background
  - Special circumstances
  - Person of inspiration

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