**How Do You write a Personal Statement. Tips for Students.**

What is a personal statement?

Before studying how to write a personal statement it is necessary to answer a question: What is a personal statement? What is its purpose? Why is it important to write a personal statement?

Personal Statement, Statement of Рerson, Motivation Letter is a necessary part of the application form, which is submitted along with other document when entering a foreign educational institution, a boarding school or a university. It can be said without doubts that it is the most important document in the package of documents. It is also a good way of self-expression. As the selection committee does not meet the person personally, but deal just with documents, application forms and personal statements. It goes without doubts, that you should successfully introduce yourself and your skills to the best advantages; you should describe your education, received professional experience and participation in social life.

A well-composed personal statement can help an applicant even with not very high educational achievements explain and underline the successful points of your academic life, show some of failures to your advantages. You should be seen by the selection committee as a person of integrity and depth, who possesses wonderful qualities and experience, who is eager to develop and acquire new knowledge, as well as your energy, diligence and enthusiasm in your labour of love. You should be able to present yourself as the best candidate for this place. As the same time the personal statement should be sincere and deep, it should not be formal and shallow.

A motivation letter should have a clear structure of statement and be written in an academic style. The motivation letter should contain all necessary information and at the same time it should not exceed the stated length. As a rule, every educational establishment states clear criteria for information, which the motivation letter should contain, and the number of words allowed (most often it is 250, 500 or 1000 words). It is very important to follow all requirements, while working on the motivation letter.

Approaches towards writing the motivation letter can be creative and non-standard. You might need to write a couple of drafts before you can be satisfied with the result. It may be a good idea to consult your teachers, employers and friends as to your strengths and academic qualities, and after that you can start writing. In any case you have to make some efforts and thoroughly think over to formulate all your pluses, to understand which side it is better to present yourself from.

General requirements to writing a motivation letter.

Structure

A motivation letter should consist of introduction, main body and conclusion. The first paragraph is very important. As it is there you catch and you’re your reader’s attention. The main thought, aim, subject matter should be mentioned in the first paragraph, and often in the first sentence. It should be clear from the first lines what your motivation letter will be about. You should not start from far and slowly bring readers to the main idea, which you will write in the conclusion. The members of the selection committee will not have time to read the letter up to the end to understand what you would like to say.

In the main body you should indicate your knowledge in the chosen sphere and academic achievements, and also state the correspondence of your diploma to the given programme. It should be clear, why you have chosen the above mentioned subject (or some subjects) for studying, a certain educational establishment, your wish to continue your education in the certain country. You can state all the above mentioned themes in full, only if you have sufficient data and you are familiar with all required sources of information. You should show that you have a certain level of knowledge of your favorite subject. You should emphasize that you have been studying it for some time already and preferably state since when, and also clarify what exactly you provoke your keen interest in this subject. To characterize your academic skills you should describe the way the study is carried out in your educational establishment – during lectures and seminars, whether you participate in conferences, attend presentations or you give presentation yourself, whether you read literature on the given subject, whether you are interested in the latest achievements in the given sphere. If you have your own articles, presentations, reports or learning aids, you should list them. You should be precise; you should give examples of your activity, success and achievements. Do not just list the facts, but you should write how difficult and how many efforts it cost to reach this result. Use the vernacular and terminology.

In the main body you should also justify the reasons why you have chosen this educational establishment. Why do you wish to study in this particular country? It would not be out of place to state that you are familiar with the information about the chosen educational establishment, and you have also read or even visited the chosen country and you wish to learn its culture and language Maybe you are interested in certain lecturers resources of the educational establishment or some particular methods of training, particular success in the research activity.

The second half may be dedicated to your personal qualities and skills, for instance: an ability to find a common language with different people; work and/or study in the international environment (respect of cultures and traditions of other nations); jointly implement projects and ideas; work simultaneously on multiple tasks, be attentive to details, and much more. It is advisable to illustrate all of the above mentioned with examples from life.

Further, in the main part you should emphasize your strong points, which distinguish you from other candidates. You should demonstrate your purposefulness, confidence and willingness to compete for the chosen place.

You can finish your motivation letter with your career expectations. Describe what you are going to do after completing this educational programme.

If you have already gained some work experience, how would your career change after receiving the desired diploma? Maybe you have not chosen your future profession yet, but you have some thoughts and ideas about it. You should logically and coherently state your ideas. This part should not be long. It should be clear from the arguments given, that if an opportunity to participate in this programme, it will significantly help you in the professional future, and you should list specific thoughts and ideas. Do not forget to state that applying your knowledge, skills and ideas you can bring some benefit to this educational establishment for instance by taking part in scientific researches.

Language

Since the majority of students apply for foreign educational programmes taught in English, the motivation letters are often written in English. The level of the English language competence should correspond to the requirements of this educational establishment and the programme. If it is a university, the level should be high (IELTS academic certificate, not less than 6,0), you should use academic vocabulary, not literary epithets. For instance, it would be out of context to demonstrate your knowledge of English proverbs. The letter should be written in modern language without using excessively long, obsolete words and ornate style. Everything should be used to the point. The letter of motivation should be logically composed and all the parts should be coherent. For this purpose you should use the following linking words: however, though, thus, despite and so on.

The thought of each part should be delivered clearly. An finally, the letter should be easily and fast read, without causing difficulties in understanding structures of proposals and should not confuse the reader with a large number of grammatical mistakes. Put yourself in the shoes of those who will be reading your application form. They have already looked through hundreds of similar application forms. Why should just your letter attract their attention?

There is no all-purpose motivation letter. Немає універсальних мотиваційних листів

If you apply to different educational establishments for different programmes do not use the same motivation letter. Change it according to the character of the programme, change the emphases.

There is no all-purpose method for a successful motivation letter. Success depends to a great extent on your ability to show your aspiration, knowledge, skills and goals. Mastering the art of composition letters of motivation is only possible by constant practice. We hope that our tips will help you.

Based on the materials provided by the Educational Center Concept