

# Personal Statement

Your personal statement introduces you to people who review your portfolio. By reading your personal statement, employers and college admissions officers will learn about your ability to communicate, organize ideas, and reflect on your own skills, achievements, and goals.

1. Spend time thinking about your skills, experiences, achievements, and goals. Refer to your journal or other types of reflective writing.
2. Decide which experiences and achievements best show your skills.
3. Write a first draft of your personal statement.
4. Review your draft with teachers, family, and friends. Use their suggestions to revise your statement and write another draft. Proofread and correct all mistakes.
5. Write your final personal statement (typed or word processed).

## Requirements

- Your personal statement must be:
- complete, including all of the following:
    - career and education goals
    - special experiences
    - achievements that show your CRLS skills
  - no more than two pages, typed or word processed
  - neat, clear, and well organized
  - free of spelling, grammatical, and typographical mistakes

## Examples

See the next page for examples of personal statements. Do not copy them

# Personal Statement Examples

## Sue Beller's Personal Statement

As long as I can remember, I have always loved animals. This love has inspired me to reach for a career in Wildlife Management. I plan to go to University of Oregon for my bachelor's degree. During college, I will apply for as many internships with the Recreation and Park Service as I can. I believe that the work experiences will help my academic studies. Upon graduation, I will apply to the Recreation and Park Service and other organizations that are dedicated to wildlife management. Our survival on this planet depends on maintaining a healthy environment.

Many of my high school experiences show the skills and abilities I have that relate to the Career-Related Learning Standards. For example, my animal science project, "Raising Rabbits for Small Farms", shows my ability to plan, organize, and complete a project, solve problems, and communicate effectively with my fellow students. Another example that shows my leadership skills is my experience as team captain on the varsity basketball team.

One of the most important experiences I had was my volunteer work for the Explorers. I helped to clear trails, rebuild shelters, and even led a hike. Although these activities took a lot of time, I feel it helped to prepare me for a career in wildlife management. I spoke with many people who gave me great ideas for developing my own career. I will always be grateful for their guidance.

## Pat Wong's Personal Statement

### **My Goals:**

I want to run my own business someday. After high school graduation, I will take all of my required classes at the community college. After finishing at the community college, I will apply to a business program at a university in Oregon. I know that running a business is very complex and my academic studies will help prepare me. I also know that I need to keep working to gain "hands-on" experience, so I will get a part-time job as an office clerk. Combining work and school may lead to a tough schedule, but I will be ready to start a business by the time I am 25!

### **My Skills:**

I have many of the skills listed in the Career-Related Learning Standards. I definitely have had many experiences that show my perseverance and responsibility. I won the Mayor's Achievement Award for volunteer work done at the peer counseling center and for our "Helping our Grandparents" program as well.

My teamwork and communication skills also improved during the science experiment we did last semester. We worked in teams of three and each of us had to negotiate "our role" in the experiment. I also improved my problem-solving ability because the experiment didn't work the first two times!

I have many skills in using computers, but I plan to learn more about technologies appropriate for the workplace while in college. In addition, I know I need to improve my writing skills. I plan to take extra tutorials while I am in college to improve this.

I am very excited about my future and the many opportunities it holds for me!