

**ABC Method**

<b>A</b> ctivity	What things have I done? <i>e.g. Radio Show, Marketing, Exhibition, Performance</i>
<b>B</b> enefit	What skills have I developed/demonstrated? <i>e.g. Creativity, Good Communicator, Versatility, Team-Worker, Independence</i>
<b>C</b> ourse	How does this relate to my chosen course/career?

**Structure**

<b><u>Introduction</u></b>	Why are you applying for your chosen course? What interests you in the subject and higher education?
<b><u>Paragraph 1 and 2</u></b>	Talk about your experience at BOA – what have you learnt? What performances/events have you been involved in? How have these progressed your learning? Skills and achievements should be included.
<b><u>Paragraph 3 and 4</u></b>	Additional Experience outside of BOA – e.g. dance classes, music lessons, teaching etc. Skills and achievements should be included.
<b><u>Paragraph 5</u></b>	Other interests and hobbies
<b><u>Closing</u></b>	Where do you hope this course will lead you? What do you hope to gain? e.g. Career goals and aspirations

**Top Tips**

- Avoid using colloquial language such as ‘don’t’ rather than ‘do not’.
- Avoid using cliché terms – make it your own.
- Ensure to only use quotes if they tie in to what you are saying (If you are unsure, do not use them).
- Concentrate on your strengths rather than your weaknesses.
- Avoid using negative language – always ensure to stay optimistic even when writing about challenges.
- Be honest and do not lie about anything – they will find out.
- Write as many drafts as you need to before submitting the final version.
- Contain only relevant and appropriate information to ensure you keep within the character limit.
- Ensure to proofread your personal statement and have it checked through.
- Ensure your personal statement does not exceed 4000 characters (including spaces) or 47 lines