



PLANNING

- Have you read and understood the prompt?
- What are the attributes that the organisation/institution is looking for?
- What are the relevant attributes you want to share to emphasise your suitability?
- What are the evidence to support your claims?
- What is your motivation for joining this organisation/institution
- What are the personal experiences that influenced and shaped this motivation?

WRITING

- Are you highlighting your personal attributes/motivations clearly?
- Are you demonstrating your suitability with the ABC test?
 - Activity:** What was the activity about?
 - Benefit:** What was the lesson or skill you took away from the experience
 - Contribution:** How will this newfound skill/understanding make you a good addition to the organisation/institution OR how has it motivated you to join the organisation/institution
- Can you include any unique insights based on your experiences?
- Does the content provide additional information that cannot be found in your portfolio?
- Are you conveying enthusiasm and sincerity?

PROOFREADING

- Have you checked for grammatical, spelling and punctuation errors?
- Is the essay coherent?
- Is it easily readable?
- Has the essay addressed the prompt directly?
- Has it met the word count requirements?

[Check out this Personal Statement Worksheet that may also be useful to you.](#)