



# Preparing your Personal Statement

A guide by **UCFB**

University degrees in the football and sports industry

**UCFB**



**ETIHAD  
CAMPUS**

“ HERE AT UCFB WE LOOK AT THE INDIVIDUAL AS A WHOLE THROUGH PERSONAL STATEMENTS AND INTERVIEWS, NOT JUST YOUR ACADEMIC RESULTS ”

## CONTENTS

- 4 PREPARING YOUR PERSONAL STATEMENT
- 4 OUR TOP TIPS
- 8 USEFUL WORDS AND PHRASES
- 10 UCAS APPLICATION FLOWCHART
- 11 CONTACT

## PREPARING YOUR PERSONAL STATEMENT

Perfecting your Personal Statement is one of the most important stages of the application process. It is an opportunity for you to really sell yourself to the Admissions Team, and have the best chance possible of gaining the place you want, where you want.

What makes you stand out from somebody else who got the same UCAS points? There is something amazing about you, and we want to know all about it.

Many courses don't interview applicants, so the Personal Statement provides a platform for you to express your motivation and passion to study at UCFB with all the unique opportunities that brings. This is in addition to the opportunity to put yourself forward in on-to-one meetings with the UCFB Team at Open Days and visits. We will want to hear about your degree choice and enthusiasm for the subject, your plans, current studies, work experience and any other achievements. Here at UCFB we look at the individual as a whole through Personal Statements and interviews, not just your academic results.

It is important that the Personal Statement is well structured. A suggested structure is included on the next page in the practice boxes. When you are satisfied with your notes make a start on converting the notes into paragraphs.

However, do not feel that there is a precise template to follow that will score you points! This is a suggested structure to help you if you're struggling to begin your statement. We look for bright and independent thinkers, so try to be original!

### OUR TOP TIPS

- **Don't rely on grades alone - stand out!**
- **Make a quick impact - your opening statement should get the attention of the UCFB Admissions Tutor, and then hold it for the entire statement.**
- **Tell us something amazing about you.**
- **Take your time - it is not unusual to have 8-10 drafts before a final version is agreed.**
- **Ask for the help and opinion of others proofreading and advice is invaluable.**
- **Show knowledge of the subject.**

WE LOOK FOR BRIGHT AND INDEPENDENT THINKERS, SO TRY TO BE ORIGINAL

### What are we looking for throughout the Personal Statement?

- **Interest in the course.**
- **Correct spelling and grammar.**
- **Clearly written.**
- **Passion and motivation.**
- **Balance of studies and hobbies.**
- **Work experience.**
- **Wider key skills, for example team work.**
- **Future career ambitions.**

### Writing your Personal Statement

- **You can use up to 4,000 characters or 47 lines of text (including spaces and blank lines).**
- **We recommend you write your statement first and then copy and paste into your online application and click 'save' regularly because it will time out after 35 minutes of inactivity.**

<http://www.ucas.com/how-it-all-works/undergraduate/filling-your-application/your-personal-statement>.

We offer those applying to UCFB a personalised Personal Statement feedback service. To access this all you need to do is email a copy of your statement to [personalstatements@ucfb.com](mailto:personalstatements@ucfb.com) and we will offer advice and guidance on how to make the most of your application.



UCAS have a video and in-depth guidance available here:

**COURSE CHOICE:** \_\_\_\_\_

**1. Why do you want to study the course(s) you have listed?**

Examples include enjoying particular aspects of the subject at A Level/BTEC/Access to Higher Education qualification, looking forward to studying in greater depth, enjoyed work experience, necessary for future career.

Remember to provide supporting evidence to back up your reasons.

**2. What are your career aspirations and plans? (if known) .**

If you are unaware of a specific job, what line of work are you interested in? e.g. working with people, research, finance related work.

**3. What are you currently studying? What do you enjoy and find interesting?**

Tip - relate your current studies to the degree for which you are applying wherever possible.


**4. Have you done any additional research/reading/visits which relate to your course/career choice. If so, give details.**

**5. Do you have any employment or relevant work experience? What skills have you gained and what have you learnt?**

**6. Detail other school/college experiences (e.g. enrichment, Duke of Edinburgh, course rep, student ambassador, charity work).**

**7. Detail interests and experiences out of school/college (e.g. sport, travel, music, voluntary work, hobbies, competitions) .**


**8. Are you taking a gap year? If so, what will you be doing?**

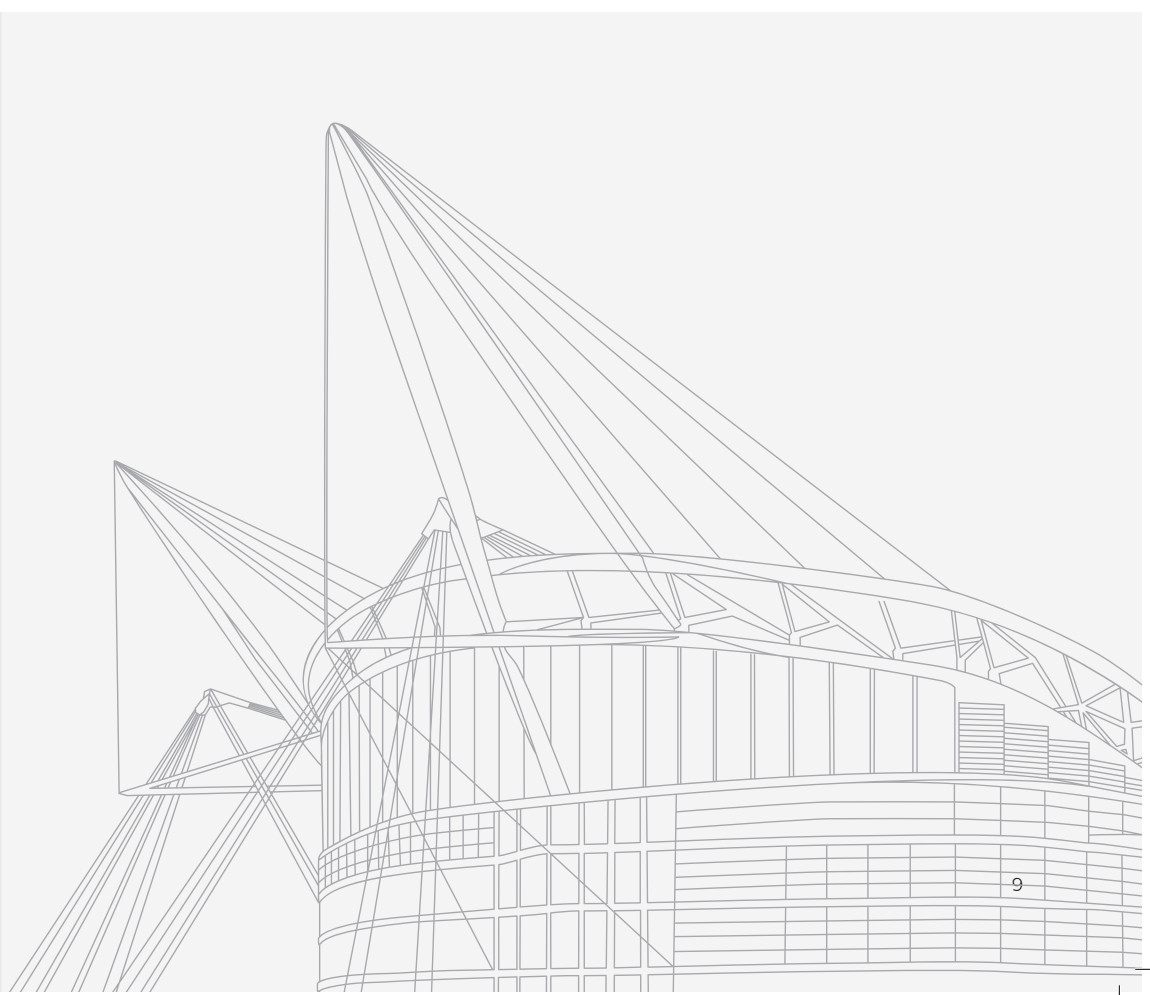
**9. Power ending/conclusion - summarise why the institution should offer you a place.**

### USEFUL WORDS AND PHRASES

The following advice should help you write a Personal Statement which is easy to read and is professionally written. Read the following advice to help you connect your sentences and paragraphs as well as to vary the language you use in the Personal Statement.

- **In addition**  
"In addition to my work experience I have also gained valuable skills throughout my voluntary work."
- **As well as**  
"As well as my involvement in team games I am also keen on playing individually competitive sport."
- **Reinforce**  
"My involvement in the school voluntary programme has reinforced my decision to study for a degree in Coaching."
- **Strengthen**  
"My decision to study a degree in Economics has been strengthened by my enjoyment and success in my A Level course."
- **Furthermore**  
"Furthermore, I am particularly suited to a degree in Chemistry because of my love of the subject and my keen interest to further my knowledge of the subject."
- **Apart from**  
"Apart from my involvement with sports I am also involved in amateur dramatics."
- **Not to mention**  
"Being involved in the voluntary work programme, not to mention my work experience, has provided an opportunity to work with a diverse range of people."
- **More recently**  
"Although I have taken part in classical music concerts, more recently I have decided to learn to play the piano."
- **Enabled me**  
"The opportunity to play in the school football team enabled me to work as part of a team."
- **Provided me**  
"The work experience provided me with an opportunity to work with a range of people."
- **Opportunity to**  
"The opportunity to work with people was provided by my work experience."

THE FOLLOWING ADVICE SHOULD HELP YOU WRITE A PERSONAL STATEMENT WHICH IS EASY TO READ AND IS PROFESSIONALLY WRITTEN



# UCAS

## Applications flowchart




### CONTACT


UCFB Wembley, Wembley Stadium  
Wembley London  
HA9 0WS

UCFB Etihad Campus, Etihad Stadium,  
Manchester M11 3FF

T: 0333 2417 333  
E: [studentenquiries@ucfb.com](mailto:studentenquiries@ucfb.com)  
[www.ucfb.com](http://www.ucfb.com)

 [personalstatements@ucfb.com](mailto:personalstatements@ucfb.com)  
[/ucfbuk](https://www.youtube.com/channel/UCfbuk)

 @ucfbuk

 search UCFB

**UCFB**



**UCFB.com**