

Almost all graduate and professional schools will request some form of a personal statement (also called a goal statement or a personal essay).

Following are items to consider and double check as you develop your personal statement.

Content

- The introduction grabs the reader's attention and draws them into the essay. (This could be a short personal narrative, relevant quote, statistic, etc.)
- The introduction outlines the main points to be discussed.
- Writer uses many techniques to "show" their experience to the reader. (Techniques could include: vivid language, action verbs, imagery, etc.)
- All of the evidence and examples are specific and relevant.
- Explanations are given that show how each piece of evidence supports the author's position.
- The writer thoroughly explains the lesson(s) they learned and how this is relevant to the reader.
- The essay communicates how and why the applicant should be a part of their program.
- The essay anticipates reader's questions and provides thorough answers.

Structure

- Author makes no errors in spelling, capitalization or grammar.
- The writer demonstrates a clear understanding of the potential reader and uses appropriate vocabulary and supports.
- The author uses insightful transitions and resolutions.
- Each point build upon previous points and does not sound like a listing of accomplishments.
- There is variation in vocabulary and sentence structure.
- The author has avoided using unnecessarily fancy vocabulary.
- The writer has avoided the passive voice and achieved active writing through the use of strong verbs.
- The essay does not contain overused adjectives and adverbs.
- The tone is conversational, rather than too casual or too formal.
- Confidence, enthusiasm and passion are conveyed in the essay.



You can get additional help with your personal statement (advice, critique, etc.) from the college career consultant, Michelle Crew.

You can email Michelle at michelle.crew@okstate.edu or you can schedule an appointment by calling 405-744-6350.