

CAO Application 2013-2014 Personal Statement –Guidelines

The following are some guidelines as to what you could include in your Personal Statement when outlining **your** relevance for a course(s).

- Where your **interest in the proposed field of** study originates (eg. Have 10 year's experience of working as a chef and now wish to study a Business Degree in Culinary Arts in order to gain a qualification).
- Why you chose this particular course(s).
- **Subjects you like/have an interest in-** match where appropriate to subjects in the course(s) that you are applying to.
- **Why that particular college appeals to you** if you are applying to just one college. Some information from college website could be included (awards, developments etc.)
- If you are applying to more than one college or for more than one course then you need a more **general personal statement**. Familiarise yourself with the course content of each course that you are applying for. Refer to <http://modules.cit.ie> for information on course content.
- What you hope to gain from the course(s).
- How studying in the college(s) will **enhance your career prospects**.
- **Skills you have developed to-date from work/other studies** that are related to your course(s) of study. E.g. problem solving and analytical thinking are required for engineering courses whereas team work and communication skills are required for all courses. Back up statements with evidence. E.g. If you say you enjoyed a particular course, provide information on the aspects that you enjoyed.
- Provide all details of academic history as outlined on page 13 of the CAO Handbook
- **Relevant work experience-** give details of work experience as outlined in page 13 of CAO Handbook. State how this work has increased your motivation to study a particular course(s)/develop your career. When referring to particular experience say what you have achieved and learned.
- **Voluntary (Unpaid) Work -** and skills you have developed as a result (e.g. team work, organisational skills) and their relevance for the course(s) being applied for.
- **Hobbies & Interests-**through work /college etc and any experience where you have developed communication skills. Ensure that the information provided here has some relevance to your application.

Some final important points

- Make bullet points of what you want to include, and order them from most important to least.
- Leave plenty of time for editing.
- Check your spelling and grammar. Use spell check on your computer and get other people to proofread it for you also.
- Prior to writing your personal statement, make contact, where possible with the Co-Ordinator /Head of Department of the course(s) you are applying for, as they may be able to answer any questions you have.
- Check with the relevant Academic Department or the Admissions office in the college(s) that you are applying to if you need to attend for interview and when that is likely to be.