

What to include?

Include the following in your statement and try to think what relevant **skills and qualities** you needed to do these things.

- Why you want to study the course.
- Strength / successes at school and how they might relate to the course
- Part time work or work experience (Have you helped organise any events? Done anything for charity or voluntary work Babysat? Had a paper round?)
- Hobbies and other special interests including any interests which directly relate to your chosen

This may be your only written work that the course tutor sees before making a decision - **make sure it is organised and well worded. Get the grammar, spelling and punctuation right.** A statement filled with errors will give a negative impression of your skills and the effort you have put in to being accepted.

Skills List

Sometimes it's hard to find the word. Here a few that might help

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|---|--|
| Adapting (to change, new situations) | Motivating (myself,others,teams) |
| Assessing (situations, staff) | Negotiating |
| Being (assertive, creative, diplomatic) | Operating (equipment) |
| Coaching | Organising |
| Communicating | Persuading |
| Coping | Planning |
| Delegating | Preparing (accounts,reports) |
| Designing(and drawing) | Prioritising |
| Explaining | Problem solving |
| Expressing (views, opinions, concepts) | Processing (data,orders) |
| Finding (information, solutions) | Supervising |
| Fixing | Supporting |
| Following instructions | Taking (decisions, notes) |
| Giving (advice, support, instructions) | Teaching |
| Handling (information, people, money) | Team (building,working) |
| Instructing | Understanding (people, maps, diagrams) |
| Leading | Updating |
| Learning | Using (keyboard /initiative) |

| | |
|------------------------------------|--------------------------------|
| Listening | Working (independently / team) |
| Making (decisions,plans,things) | Writing |
| Measuring | |
| Meeting (deadlines, targets,people | |

Personal qualities list

| | | | |
|---------------|--------------|-------------|-------------|
| adaptable | determined | inquisitive | reliable |
| adventurous | disciplined | loyal | resourceful |
| ambitious | easy going | motivated | responsible |
| articulate | efficient | observant | sensible |
| assertive | energetic | optimistic | sensitive |
| calm | enthusiastic | organised | sociable |
| capable | flexible | out-going | sympathetic |
| competent | friendly | patient | tactful |
| confident | hard-working | persistent | thorough |
| conscientious | helpful | polite | thoughtful |
| creative | honest | positive | tidy |
| decisive | imaginative | practical | trustworthy |
| dependable | intelligent | punctual | versatile |