***Basic Outline of a Personal Statement***

**1st Paragraph:**

Introduce yourself. Share information about you, your family/home life, special influences and work experiences. If you have not had any work experiences, it may be helpful to explain why.

**2nd Paragraph:**

Focus on your school performance. Cover academic studies, focus areas, academic strengths, your grades and possibly an explanation for any low grades. List extracurricular, leadership, volunteering, and community activities that you have participated in. Include how your involvement in these activities has affected and shaped your life. Possibly describe how your involvement influences/impacts your future plans.

**3rd Paragraph:**

Talk about your plans for the future. If you are writing this essay for college or educational purposes, focus on your future educational plan. Explain what you plan to study (your possible major) and why you chose that field; possibly explain your college choices. If you are writing this message for a job application, focus on any training, or licensure you plan to pursue. Possibly provide a timeline and reasons for your choices.

**4th Paragraph:**

Focus on your career plans. Talk about your plans after completing college or landing a job. Describe possible careers, future positions and/or advancements you plan to seek, where you plan to live, community/civic involvements, etc.

**5th Paragraph:**

Finish strong. A closing statement is a way to personalize that purpose of your essay. Add anything that you feel is important for the reader to know about you. Emphasize your strengths and reasons why you are a worthy candidate for which you are applying.