

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.



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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](mailto:michelle.crew@okstate.edu) or you can schedule an appointment by calling 405-744-6350.