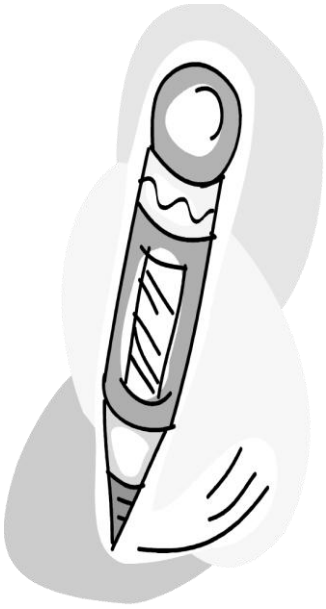


Top 10 Tips for Writing your Personal Statement



Mills College Career Services

Phone: 430.2069

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1. Your career goals and reasons for wanting to pursue a graduate degree should be clear.
2. This is a document about you– not a research paper or your philosophy about life. Highlight your experiences, qualifications and unique skills.
3. Tailor your personal statement to each individual graduate program – how do your experiences add value to the program?
4. Consider the reader -- Your introduction paragraph should hook the reader and keep their interest so be creative!
5. Provide evidence for your skills and accomplishments with real life examples – depth, not breadth.
6. Do not use stand-alone phrases such as “I like helping people” without explanation.
7. Turn past roadblocks into positive learning experiences.
8. Exemplify good writing – have your statement proofread by trusted readers.
9. Get constructive feedback from friends, family, advisors, faculty, etc.
10. Start now! Begin writing and edit later. Start writing your personal statement well before the deadline.