

Tips to Prepare for and Apply to Graduate School

Writing a Good Personal Statement

Be Sure to Include:

- All areas requested in the application.
- Your talents and strengths - now is not the time to be modest.
- A weakness (only if requested) - should be the shortest section of your statement and should end with a positive statement.
- Distinguishing accomplishments (awards, presentations, officer positions, etc.)
- Any computer skills you have.
- Evidence of your writing skills.
- Research experience.
- References to the particular graduate program (this will require some research).
- Follow length guidelines in application (usually 1-1/2 pages single-spaced).

Be Sure to Exclude:

- Emphasis on your weaknesses.
- Misspelled words, typos, incorrect grammar, etc.
- Negative remarks about any person or program.

Before You Mail Your Application:

- Have one of your professors read it and provide feedback (preferably a professor writing a letter of recommendation for you).
- Have one of your favorite Writing professors read it for style.
- Print the statement with a quality printer.
- Read it one last time to make sure it is correct