



Kurdistan Regional Government  
Council of Ministers

# PERSONAL STATEMENT

# OUTLINE

**A personal statement is**

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**A personal statement is not**

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**Structure**

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**Reflection exercise**

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**Don't forget**

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## A PERSONAL STATEMENT IS

- ✓ A picture: provide a snapshot of who you are as a person
- ✓ An invitation: your job is to bridge the assumed distance of strangers
  - Invite the reader to get to know you
- ✓ An indication of your priorities and judgment: your selection of material and reveals your priorities and ability to discern effectively
- ✓ A story or more precisely your story: the personal statement allows you to room for creative, meaningful self reflection

## A PERSONAL STATEMENT IS NOT

- An academic paper with you as the subject
- A resume in narrative form
- A journal entry
- A plea or justification

## STRUCTURE

- ✓ Events from your education/career to date that make you especially suited to the job
- ✓ The skills/knowledge base you have that is relevant to the job
- ✓ The unique contribution you can make to the company
- ✓ Refer directly to the job description
- ✓ What are your career aims?

# REFLECTION EXERCISE

- What errors or regrets have taught you something important about yourself?
- When have you been so immersed in what you were doing, that time seemed to evaporate while you were actively absorbed?
- What ideas, books, theories or movements have made a profound impact on you?
- To what extent do your current commitments reflect your most strongly-held values?
- Where or how do you seem to waste the most time?
- Under what conditions do you do your best, most creative work?
- To what extent are you a typical product of your generation or culture? How might you deviate from the norm?

## DON'T FORGET

- ✓ proofread your personal statement
  - Nothing says 'unprofessional' like a personal statement full of typos or grammar mistakes
- ✓ Other readers may be able to highlight sentences or words that are incorrect, irrelevant or could be more clearly expressed
- ✓ A good personal statement passes through many drafts, so make sure you give enough time to the writing and re-drafting process