



Personal Statement Guidelines

The personal statement is a voluntary part of the job application process. This is your opportunity to share your goals, as well as demonstrate that you will be a valuable asset to the organization. The personal statement may include any of the following:

- Relevant internship experiences
- Relevant skills you have developed
- Life experiences that have influenced you
- Events that have shaped you
- Obstacles to your educational or professional goals that you've overcome
- Your future goals

Please note that your personal statement should **avoid** statements relating to the following topics:

- Your age
- Your personal demographics
- Religious references
- Political references

Here are some general suggestions on what to write about:

- What is special, distinctive, or impressive about you or your life story?
- What details of your life (personal or family issues, or history, people, or events that have shaped you or influenced your goals) might help us understand you or help set you apart from other applicants?
- When did you become interested in this field, and what have you learned about it (and about yourself) that has further stimulated your interest and reinforced your conviction that you are well suited to this field? What insights have you gained?
- If you have worked a lot during your college years, what have you learned (leadership or managerial skills, for example), and how has that work contributed to your growth?
- Are there any gaps or discrepancies in your academic record for which you would like to provide context? (Mediocre scores/grades, for example, or a distinct upward pattern to your GPA if it was only average in the beginning)?
- Have you had to overcome any unusual obstacles or hardships (for example, economic, familial, or physical) in your life?
- What personal characteristics (for example, integrity, compassion, or persistence) do you possess that would improve your prospects for success in the field or profession?
- What skills (for example, leadership, communicative, analytical) do you possess?