

Personal Statement Checklist

A personal statement needs to address every question or point of interest outlined in the task and demonstrate personal reflection. Use this checklist to help you maintain focus



Review the requirements and study any questions or directions



Research the school or organization to which you're applying



Write a three-sentence response to each question or point to address



Write the essay: develop a theme, use examples, show personality



Edit the essay: check grammar, tone, and format



Ask someone you trust to review it and give feedback



Read it again. Is it accurate and honest about your experience?