

Career Statement Support

A Career Statement is personal in tone and should consist of 3-5 well worded paragraphs that state your educational and career goals including: program(s), institution and occupation you plan to pursue, and what prompted you to follow this path. You cannot tell them everything, so it is important to have a few main points you want to get across, and let them find out the rest of your story in your resume, interview, letters of recommendation, and other elements of your application.

When you decide on the main points and stories you want to tell, answer these questions: What is the point of the story you are telling? What do you need to include to tell it well? What isn't necessary? • Remember your high school English teacher's advice of "show don't tell." Do not tell them that you are enthusiastic or passionate about a topic; tell them a story that shows your enthusiasm and passion. Include anecdotes of life-changing moments, or moments that clarified and crystallized what you want to do.

The first paragraph is vitally important. It sets the tone and direction of the rest of the essay, and provides quick personal insights. The conclusion should pull the essay together, but also point to the future and indicate how the themes developed throughout the essay will continue to develop. Give the committee a sense of how this opportunity will impact you in the long-term, and what the link is between your personal statement and proposed program of study. Be authentic, accurate, and honest.

Give yourself lots of time to experiment and prepare several drafts. The important thing is to get your ideas down on paper, then dress them up later after having yourself and several other people review your work. Think about how this statement fits in with the flow of your application – how does it mesh with your letters of recommendation? Your transcript? Make sure your writing is clear and coherent, avoiding using 'I' too many times. You should only talk about those accomplishments that are directly related to the subject at hand. Let them find out about your other activities through the other elements of your application. Only write about traumatic events if they are crucial to understanding your topic to be studied or to your theme. If you are writing about trauma, try to treat these moments with some distance, talking more about how you overcame the challenge.

In the end, every personal statement should leave the reader saying "I'd like to meet this person. I'd like to take this student out for a cup of coffee and learn more." An effective personal statement tells the reader what makes you different from everyone else in the applicant pool, and does so while utilizing engaging, interesting, and concise prose.

Career Statement Outline

Introduction

- Who are you?
- Where are you from?
- You are looking to further your education
- Where are you headed in your future education/career
- Final sentence with three points from each paragraph

Paragraph 1: Who were you?

- Where did you grow up
- What were your interests
- What occurred at this point in your life that influenced you in your future education/career
- Do you have a brief example?
- What has influenced you?

Paragraph 2: Who are you?

- Who are you currently?
- What do you take in school to further your education/career?
- What do you do outside of school to further your education/career? Think volunteering inside and outside of school.
- What has occurred at this point in your life that influenced you in your future education/career?
- Do you have a brief example?
- Who has influenced you?

Paragraph 3: Who will you be?

- What do you hope to accomplish in your future schooling?
- What do you hope to achieve in your future career?
- How can you give back to those who have helped you in your journey so far?

Conclusion

- Summarize what you have said in the previous three paragraphs
- Restate in new words your introduction
- Remember to be positive and upbeat!