Recipe [‘---]

**How to Write a Personal Statement**

**Content: What?**

* Why have you chosen to apply to this organisation?
* What skills and qualifications can you offer this organisation?
* How exactly have you learned these skills?

**Style: How?**

* Sound clear, nice and positive.
* Stay focused on the job and yourself. Use as many words as specified, otherwise 200-600.
* Only mention a weakness if you show how you are going to turn it into one of your strengths, e.g. instead of, "I cannot...", use "I would like to learn more on...”.

[www.englisch-bw.de](http://www.englisch-bw.de)
– [Schreiben](http://www.schule-bw.de/unterricht/faecher/englisch/mat-med/writ-sorts/)
 – [Textsortentraining](http://www.schule-bw.de/unterricht/faecher/englisch/mat-med/writ-sorts/txttype/)
– [Personal Statement](http://www.schule-bw.de/unterricht/faecher/englisch/mat-med/writ-sorts/txttype/persnl-statmnt/)

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