Personal Statement

For Humanities, Communication and Science Majors

Target Audience

- University Selection Panels
- University Administrative Staff
Getting Started – the 5 Bs

- Be *positive* in tone and diction (choice of word)
- Be *short and succinct* in sentence length and structure
- Be *relevant*
- Be *specific* in describing experiences and co-curricular engagements
- Be *accurate* in articulating facts

---

General Layout

**Paragraph 1**
Acknowledgement of Application

**Paragraph 2**
Personal/ Academic/ Vocational Landmarks

**Paragraph 3**
Education Background, Academic and Extra-curricular Experience

**Paragraph 4**
Relevant Engagements and Development
Acknowledgement of Application

Key Points:

- Programme Code
- Title of the Academic Department
- Title of the University
- Goodwill Message

Sample

“The Chinese and Bilingual Studies (Code: xxx) Programme of the Hong Kong Polytechnic University (1) is well-known for providing students with a balance of breath and depth in the discipline, with the devotion to nurturing students in the field of language. (2)"

1. Be accurate in Programme Title, Code and University
2. Establish Goodwill Message
Personal/ Academic/Vocational Landmarks

Key Points:

- Personal Interest
- Readiness
- Benefits

Sample

I am most interested in the core subjects including Translation Theory, Linguistics and English for Business Communication. The concepts and skills have strengthened my fundamental understanding of language and communication and prepare me to be a critical and analytical person in the field of communication. Also, mastering languages has always been the key to success. The programme will equip me with the latest developments in linguistics and translation skills to manage effectively the Chinese and the English languages in vocational and academic dimensions.
Personal Interest

“I am most interested in the core subjects including Translation Theory, Linguistics and English for Business Communication. (1+2)”

1. Be specific → cite accurate course titles
2. Be relevant → cite language-related courses

Readiness

“The concepts and skills have strengthened my fundamental understanding of language and communication (1) and prepare me to be a critical and analytical person in the field of communication. (2)”

1. State educational outcomes or achievements
2. State educational forecast
Benefits

“Also, mastering languages has always been the key to success. (1) The programme will equip me with the latest developments in linguistics and translation skills to manage effectively the Chinese and the English languages in vocational and academic dimensions. (2)”

1. Justify the benefit → Give specific reason
2. Present the benefit

Paragraph 3

Education Background, Academic and Extra-curricular Experience

Key Points:

☐ State your latest education background
☐ Highlight Academic Experience
☐ Highlight Non-academic Experience
Taking Associate Degree in Bilingual Communication at Hong Kong Community College has established my interest and career goal in language and communication. In class, I participated in various kinds of research projects including Chinese Culture, Aesthetics and Art Appreciation and Academic English. Through interacting with people from different sectors with diverse interest, the group research projects have strengthened my problem-solving and communication skills to tackle the challenges in my academic pursuit. With a strong interest to apply concepts and theories into real situations, I also joined the Press Committee as a student editor. I conducted interviews, monitored editorial design and edited features for college magazine.

State Latest Education Background

“Taking Associate Degree in Bilingual Communication at Hong Kong Community College (1) has established my interest and career goal in language and communication.(2)”

1. State your latest education background
2. Clarify your expectation
Describe Academic Experience

“In class, I participated in various kinds of research projects including Chinese Culture, Aesthetics and Art Appreciation and Academic English. (1) Through interacting with people from different sectors with diverse interest, the group research projects have strengthened my problem-solving and communication skills to tackle the challenges in my academic pursuit. (2)”

1. Outline a specific academic experience (i.e. research)
2. Describe the academic achievements

Describe Non-academic Experience

“With a strong interest to apply concepts and theories into real situations, I also joined the Press Committee as a student editor. (1) I conducted interviews, monitored editorial design and edited features for college magazine. (2)”

1. State relevant non-academic (off campus) experience
2. Use active verb to stress actions
Paragraph 4
Relevant Engagements and Development

Key Points:

- Highlight internship or part-time working experience
- Gain final attention with personal development and awards

---

Paragraph 4
Sample

- During the summer, I also joined an internship programme as a museum guide at Hong Kong Museum of History, through which I have been given ample opportunities in refining my presentation and communication skills. For personal development, I am currently learning French as my third language.
Highlight internship or part-time working experience

“During the summer, I also joined an internship program as a museum guide at Hong Kong Museum of History(1), through which I have been given ample opportunities in refining my presentation and communication skills.(2)”

1. State the job title and organization
2. Emphasizes the achievement

Gain final attention with personal development and awards

“For personal development, I am currently learning French as my third language.”

☐ Illustrates the specific direction or area for personal development
☐ Mention the awards or merits (if any)