

# MURPHY BI-WEEKLY WRITING TIP

## *Personal Statement (Basic Outline)*

Dear Murphy Students:

Whenever you apply for a program or scholarship, you are often expected to provide a *personal statement*: a brief statement that lets admissions representatives get to know *you* better and see whether you are a good fit.

This week's tip offers a basic outline for *most* personal statements. Use it as a starting point if you have never written one before and need help drafting.

Of course: **always get feedback to help you revise and refine it!**

### Basic Outline

Personal statements can generally be broken down into *two* parts:

#### Past & Present (50% - 75% of statement)

Here you can *describe past and present experiences that*:

- **Show** when you learned something important and grew as a person or professional
- Describe personal, work, or school experiences that **show you are prepared** for the program
- Describe experiences that showcase your **motivations**, your **values**, and **personality traits**
- Describe what you are doing now

#### Future (Final Paragraph)

Here you answer:

- **Why this program?** Why do you want to join *this* specific program at *this* school?
- What are your **short-term goals**? (What do you want to do after graduating from the program?)
- What are your **long-term goals**? (What do you see yourself doing in 5+ years?)
- How will the program help you achieve these goals?

### Sign Up for a One-On-One Tutoring Session

1. Visit <https://murphy.mywconline.net/>
2. [Register for an account](#)
3. Log in and select the "Writing Support (All Campuses)" calendar.
4. Choose any of the available white rectangles.
5. Fill out the form with your assignment info.

Jean Soto, Writing Specialist

[Jean.Soto@slu.cuny.edu](mailto:Jean.Soto@slu.cuny.edu)

(929) 265-2101

**If you have questions or want to put this into practice, feel free to contact me! ☺**