








Personal Statement/Letter of Application

In preparation for your applications to sixth form, college, apprenticeships, or a part-time job, you need to have a personal statement or letter of application where you sell yourself! You need to make them want to give you the job or a place on the course!






One of the hardest things is focusing on what you are good at! We would like you to consider your performance against the following skills in the table below.

Once this is completed you are going to write a letter of application/personal statement and showcase your strengths.




Skill	Details	What are your strengths here?	What do you need to improve?
 Meta-Thinking	<p><u>Meta-cognition</u></p> <p><u>Self-Regulation</u></p> <p><u>Strategy-planning</u></p> <p><u>Intellectual Confidence</u></p>		
 Linking	<p><u>Generalisation</u></p> <p><u>Connection Finding</u></p> <p><u>Big Picture Thinking</u></p> <p><u>Abstraction</u></p> <p><u>Imagination</u></p> <p><u>Seeing Alternative Perspectives</u></p>		
 Analysing	<p><u>Critical or Logical Thinking</u></p> <p><u>Precision</u></p> <p><u>Complex and Multi-Step Problem Solving</u></p>		

 <p>Creating</p>	<p><u>Intellectual Playfulness</u></p> <p><u>Flexible Thinking</u></p> <p><u>Fluent Thinking</u></p> <p><u>Originality</u></p> <p><u>Evolutionary and Revolutionary Thinking</u></p>		
 <p>Realising</p>	<p><u>Automaticity</u></p> <p><u>Speed and Accuracy</u></p>		
 <p>Empathy</p>	<p><u>Collaborative</u></p> <p><u>Concerned for Society</u></p> <p><u>Confident</u></p> <p><u>Enquiring</u></p>		
 <p>Agile</p>	<p><u>Creative and Enterprise</u></p> <p><u>Open-Minded</u></p> <p><u>Risk-Taking</u></p>		
 <p>Hard Working</p>	<p><u>Practice</u></p> <p><u>Perseverance</u></p> <p><u>Resilience</u></p>		

HOW I THINK IN RELATION TO MY LEARNING

 Meta-Thinking	 Linking	 Analysing	 Creating	 Realising
<u>Meta-cognition</u> 'The ability to knowingly use a wide range of thinking approaches & to transfer knowledge from one circumstance to another'	<u>Generalisation</u> 'The ability to see how what is happening in this instance could be extrapolated to other similar situations'	<u>Complex and Multi-Step Problem Solving</u> 'The ability to break down a task, decide on a suitable approach and then act'	<u>Intellectual Playfulness</u> 'The ability to recognise rules and bend them to create valid but new forms'	<u>Automaticity</u> 'The ability to use some skills with such ease as they no longer require active thinking'
<u>Self-Regulation</u> 'The ability to monitor, evaluate and self-correct'	<u>Connection Finding</u> 'The ability to use connection from past experiences to seek possible generalisations'	<u>Precision</u> 'The ability to work effectively within the rules of a domain'	<u>Flexible Thinking</u> 'The ability to abandon one idea for a superior one or generate multiple solutions'	
<u>Intellectual Confidence</u> 'The ability to articulate personal views based on evidence'	<u>Big Picture Thinking</u> 'The ability to work with big ideas and holistic concepts'	<u>Critical or Logical Thinking</u> 'The ability to deduct, reason, seek supporting evidence'	<u>Fluent Thinking</u> 'The ability to generate ideas'	
<u>Strategy-planning</u> 'The ability to approach new learning experiences by actively attempting to connect it to existing knowledge or concepts and hence determine an appropriate way to think about the work'	<u>Abstraction</u> 'The ability to move from concrete to abstract very quickly'	<u>Critical or Logical Thinking</u> 'The ability to deduct, reason, seek supporting evidence'	<u>Originality</u> 'The ability to conceive something entirely new'	<u>Speed and Accuracy</u> 'The ability to work at speed and with accuracy'
	<u>Imagination</u> 'The ability to represent the problem and its categorisation in relation to more extensive and interconnected prior knowledge'	<u>Complex & Multi-Step Problem Solving</u> 'The ability to break down a task, decide on a suitable approach and then act'	<u>Evolutionary and Revolutionary Thinking</u> 'The ability to create new ideas through building on existing ideas or diverting from them'	
	<u>Seeing Alternative Perspectives</u> 'The ability to take on the views of others and deal with complexity and ambiguity'	<u>Precision</u> 'The ability to work effectively within the rules of a domain'		

HOW I BEHAVE IN RELATION TO MY LEARNING

 Empathy	 Agile	 Hard Working
<u>Collaborative</u> 'The ability to seek out opportunities to receive responses to your work; present your own views & ideas clearly & concisely; listen to the views of others; be willing & able to work in teams; take a variety of roles & be able to evaluate your own ideas & contributions'	<u>Enquiring</u> 'The ability to be curious; willing to work alone; proactive, keen to learn; show enterprise; think independently; challenge assumptions & require evidence for assertions; actively control your own learning; move on from the absorption of knowledge & procedures to develop your own views & solutions.'	<u>Practice</u> 'The ability to train & prepare through repetition of the same processes in order to become more proficient'
<u>Concerned for Society</u> 'The ability to know the contribution you can make to society for the benefit of those less fortunate; demonstrate citizenship and a sense of community ethos and recognise differences as well as similarities between people and peoples; be aware of your own and other's cultural heritage and sensitive to the ethical and moral issues raised by their studies'	<u>Creative and Enterprise</u> The ability to be open-minded & flexible in your thought processes; demonstrate a willingness to innovate and invent new and multiple solutions to a problem or situation; adapt your approach according to need; surprise & show originality in your work, developing a personal style; be resourceful when presented with challenging tasks & problems, using your initiative to find solutions.	<u>Perseverance</u> 'The ability to keep going and not give; face obstacles and difficulties but never give up; persist in effort, work diligently and work systematically; not be satisfied until high quality, appropriate precision and the desired outcome are achieved'
	<u>Open-Minded</u> 'The ability to take an objective view of different ideas and beliefs; become more receptive to other ideas & beliefs based on the arguments of others; change ideas should there be compelling evidence to do so'	
<u>Confident</u> 'The ability to develop a belief in your knowledge, understanding & action; recognise when you need to change your beliefs based upon additional information or arguments of others; deal with new challenges & situations including when this places them under stress'	<u>Risk-Taking</u> 'The ability to demonstrate confidence; experiment with novel ideas and effects, speculate willingly; work in unfamiliar contexts; avoid coming to premature conclusions; tolerate uncertainty.	<u>Resilience</u> 'The ability to overcome setbacks; remain confident, focussed, flexible and optimistic; help others to move forward in the face of adversity.