TIP: Google Search using the following search string

site:.edu tips + "graduate school personal statements" + Topic

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**Outline of a Personal Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| **No specific or strict order to covering the recommended topics in a statement.** | | | |
| **Distant Past** | **Recent Past – Present** | **Near Future** | **Distant Future** |
| High School  Childhood | Relevant undergrad jobs w/ transferrable skills & knowledge  Relevant undergrad research, courses and assignments  Teaching Assistant  Faculty Prominence  Organizations & Leadership | About the graduate program   * Why their program?   Will change for each institution – **INDIVIDUALIZE!** | About your long-term career aspirations. |
|  | * What have you done? * Who did you work with? * What was the result? * What did you accomplish? |  |  |
|  | Volunteer or Service work  Professional Memberships  Honoraries |  |  |
| Include only if especially relevant, unique and memorable | Merge Personal with unique opportunities at each institution. **MAKE THE CONNECTION!** | Should match what the institution has to offer. |  |

Polar Careers, Student Success Center | Division of Academic Affairs | **OHIO NORTHERN UNIVERSITY**

PHONE: 419-772-2145 | EMAIL: career@onu.edu | WEB: https://my.onu.edu/polar-careers

