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**

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| --- |
| **No specific or strict order to covering the recommended topics in a statement.** |
| **Distant Past** | **Recent Past – Present** | **Near Future** | **Distant Future** |
| High SchoolChildhood | Relevant undergrad jobs w/ transferrable skills & knowledgeRelevant undergrad research, courses and assignmentsTeaching AssistantFaculty ProminenceOrganizations & 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 workProfessional MembershipsHonoraries |  |  |
| 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**

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