



@MSUCSO

REVISING THE PERSONAL STATEMENT

Because this document is designed to either get you an interview or a place in a graduate school program, you must allow yourself enough time to revise it thoroughly. When revising, check both the content (Did I address the question? Is there enough detail?) and for technical errors (Is the writing clear? Are the mechanics and punctuation correct?). Spell- and grammar-checks are helpful during revision, but do not rely on them exclusively. Read through the essay yourself and have others (professors, career counselors, parents, supervisors, etc.) review it as well.

PERSONAL STATEMENT CHECKLIST

Spelling and grammar have been checked.

The opening paragraph will interest the reader enough to prompt the rest to be read.

It suggests that I am genuinely interested in the kind of work to be done.

It is positive and I am presenting the information in a Win/Win format.

It is single-spaced and printed on one side of paper.

All lines start on the left-hand side of the page.

It has two spaces between each paragraph and the content is positioned on the page well.

It is typed in the same font, with the same margins and printed,