

How to Write a Personal Statement Planning Worksheet

Prompt and Requirements

- Copy the exact prompt or task verb

- Record the word or character limit

- List every required question or criterion

Core Planning

- Define the purpose

- Select evidence

- Explain program fit

- Show goals and contribution

Evidence and Specificity

- List the strongest experience, example, or evidence

- Write what it demonstrates

- Identify any factual detail that must be verified

Final Quality Check

- Motivation develops through evidence

- Experience is interpreted

How to Write a Personal Statement Planning Worksheet

- Fit is specific

- Goals are realistic

- The voice remains the applicant's

Submission

- Confirm names, program or scholarship, filename, and deadline

- Preview the final portal submission

- Save a copy of exactly what was submitted
