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## UCAS – Personal Statement

### The Personal Statement

- 4000 characters (including space) / 47 lines
- This is your chance to convince admissions tutors why they should offer you a place or invite you for an interview

### Style

- Use a formal style, make sure it is well structured and that it reads well
- Make sure there are no spelling mistakes or grammatical errors
- Most importantly you should write positively about yourself and enthusiastically about the course!

### Being positive about yourself / transferable skills

- Write about all the skills you have which will make you a good candidate for the course (e.g. team working, organisation, working independently, I.T. skills, communication etc.)
- Whenever you say you have a skill or quality you must demonstrate how/where/when you acquired it
- E.g. *"Being the team leader in a group project for my A Level Business Studies 'entrepreneur assignment,' enabled me to utilise my excellent team working skills as well as helping me to develop my negotiation and communication skills."*
- Make sure you demonstrate you have a broad range of skills
- Avoid starting lots of sentences with the word 'I'

### Talking about the course

- Explain why you want to study the course and what you like about the subject (e.g. what particular modules are you interested in? Do you like the creative / analytical / practical / research side of the course?)
- You have to show enthusiasm for the subject and a genuine passion to learn
- Talk about any experiences that confirm this interest (e.g. visits, work experience etc.)

### Work Experience

- Some courses require you to have work experience
- Talk about your role and responsibilities as part of the experience – don't presume they know what you have done
- All work experience is beneficial - you need to highlight what skills you have gained

### Outside Interests

- Talk about interesting hobbies and achievements (not just watching T.V. and socialising!)
- Highlight the skills you have learnt or developed from your outside interests

### Conclusion

- Finish by briefly summarising why you want to go to university
- Think about the whole experience – do you want a chance to learn more independently / meet like minded people / work towards a chosen career / progress to further study?

### Things to remember

- Make the space count – do not repeat yourself or only talk about one skill / experience
- Seek other people's advice
- Remember you have lots to offer so write about yourself in a positive way.

### Useful websites

[www.ucas.com](http://www.ucas.com)  
[www.thestudentroom.co.uk](http://www.thestudentroom.co.uk)  
[www.direct.gov.uk](http://www.direct.gov.uk)

[www.thecompleteuniversityguide.co.uk](http://www.thecompleteuniversityguide.co.uk)  
[www.push.co.uk](http://www.push.co.uk)  
[www.ntu.ac.uk/community](http://www.ntu.ac.uk/community)

Schools Colleges & Community Outreach, Nottingham Trent University, 52 Terrace Royal, Clarendon Street, Nottingham, NG1 5JD, 0115 848 6089, [schoolscolleges@ntu.ac.uk](mailto:schoolscolleges@ntu.ac.uk), [www.ntu.ac.uk/community](http://www.ntu.ac.uk/community)



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12

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New York, NYC

20

FEB 2015

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27

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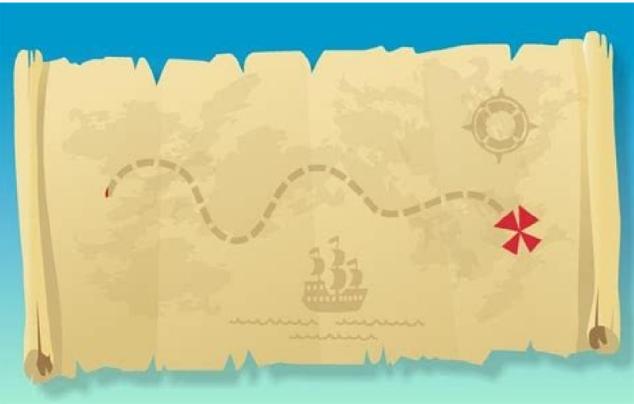
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An election is only as good as the preparation put in by the election officer, organizer or committee. The central focus of your election is doubtless the voter and their voting behavior. The success of your election therefore depends on communicating effectively with voters and, at its heart, the electoral roll. All relevant contact details of eligible voters and registered members taking part in the election, as well as information about voting rights in various board or committee elections within the institution are contained in the electoral roll. Content of the electoral roll Every campaign measure taken in your election will be rendered ineffective if your electoral roll isn't up-to-date, leading to unnecessary costs. If you're using old addresses or email addresses then your voters will miss out on receiving crucial information about the election. Be sure to check your voters' or members' database before the election. Make sure you have all contact details in order to communicate successfully with your voters. Last name, first name, address, email address? The first step in preparing for your election is to verify the contact details of your voters, ensuring they are complete and up-to-date. Ask colleagues and members to re-check their details - they may well have changed since the last election. Are email addresses available? Digital communication is fast and saves money - especially when combined with online voting. Online elections are particularly useful because election progress, projections and voting reminders can be sent quickly and comfortably via email. This increases voter turnout in your organization's election. Start a test dispatch to all email addresses before the actual election. This way you can easily check which email addresses aren't valid anymore. Is the electoral roll usefully structured? Before the election, you as an election organizer or head of the election committee should check the electoral roll based on the following categories: does the electoral roll include last names, first names and addresses? You should think about what kind of information might be useful for your organization as well. Look to the future and include new categories like social media accounts. Here are some free electoral roll templates to download Basic: a simple electoral roll (PDF) Advanced: a more detailed electoral roll (PDF) Professional: a highly detailed electoral roll (PDF) Start now > New entries and former voters in the electoral roll Including former employees or members in your database can lead to unnecessary costs. Just think about the costs involved in sending election information and ballots by mail. To avoid this scenario it's useful to clean up your electoral roll so as only to include eligible voters in your next election. New entries might not even be in the database or relevant distribution lists. An eye for detail is necessary or election communications won't reach new voters. Additionally, don't forget your candidates - in most cases they're eligible voters as well and are often overlooked on the electoral roll because they are standing for election. Election administration is quality assurance Updating the database or members directory can require a lot of time and effort by asking and phoning individuals for their details. Digital services, like a test email, can streamline your quality assurance. Use as many digital applications as possible to increase the quality of your data. High data quality will save you in the long run - you'll save on election spending and communications with voters will reach the right people. Free access to the election is a requirement in every democratic system - access shouldn't be compromised because of missing or misguided communication. 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Explore our online course offerings We're ready to deliver the training you need. Click the link below to start the conversation. Website template overview U.S. Digital Response and Center for Tech and Civic Life have created an original website template that's a great fit for any election department - large or small, urban or rural. The template is built on research from the Center for Civic Design about how voters look for civic information online. It's mobile friendly, loads quickly, and meets the highest standards of cybersecurity. Inyo County, California uses the USDR/CTCL election website template Along with the template, CTCL offers free training to help you set up the secure infrastructure, customize the content, and launch your site. You can explore the website and its features by visiting the sample site at www.electionwebsitetemplate.org. Are you looking for a website for your state association? We also have a template for that. Visit the CTCL website for more information about the state association website template. The basic setup process is the same. Submit a service request Ready to start building a new election website? Great! Center for Tech and Civic Life is offering free, remote support to walk you through every step of the process. To get started, please submit an inquiry using the form below. Once you do, a CTCL staff member will reach out to you to address any questions you have and coordinate the website setup. Request free website setup support from CTCL Review frequently asked questions While you're waiting for the response to your service request, you can review these FAQs regarding the website template and the setup process. What are the computer system requirements to use the website template? For the template's best performance you should use Google Chrome as your web browser. Google Chrome is a free web browser that you can download to your Windows, Mac, or Linux computer. You must have an operating system that supports Google Chrome. For full Google Chrome support on your PC, it needs Windows 7, Windows 8, Windows 8.1, or Windows 10 or later. For full Google Chrome support on your Mac, it needs OS X 10.10 or higher. Why does the site use WordPress as the publishing platform? WordPress is one of the most widely used web publishing platforms. It's easy to use, regularly maintained, and comes with strong security features. How much does the website and training cost? The website template and the training are free of cost. CTCL does not charge maintenance fees, but WordPress hosting costs \$300 annually. Your domain will cost an additional \$10-\$20 per year. How long will it take to build my website? When you work with us, setting up your site will normally take about 1-2

weeks, including an initial kickoff call and a review of your website content prior to launch. We're happy to accommodate your schedule. How much support does CTCL provide after training? After your website launches, CTCL can provide up to 10 hours of remote support. We will answer your questions and provide guidance for new goals or challenges that you encounter with your website. We also maintain an archive of courses, webinars, and tech tools that you may access at any time. How secure will my new website be? Login credentials, including an email address and password, are required to make any changes to your election website. You create your own login credentials, and we'll help you set up 2-step verification to protect your account. In addition, your website will be equipped with HTTPS, the new standard for website security. Finally, we encourage election departments to use a .gov domain, although this is not a requirement. Can I create a custom URL or use my existing URL for my new website? Yes, custom URLs or domain names can be purchased by your office for \$10-\$20 per year through WordPress. We can work with you to choose a custom URL and redirect your new election website to the URL of your choice, including your current one. Can I add decorative images and graphics? You can add images but we recommend that you avoid adding unnecessary decoration to your website. The template is designed so that voters can easily find the information they need. Decorative images and graphics can be distracting, may slow down the load time of your website, and can negatively impact how your website appears on mobile devices. Can I add a feature that translates the language on the website? It's easy to integrate Google Translate into your finished website. Google Translate makes your election website instantly available in over 90 languages. Learn more about Google Translate. Will my website crash if lots of people visit it at the same time — like on Election Night? Any website, regardless of domain or platform, may see lowered performance when it experiences a spike in traffic. But WordPress has servers worldwide and is recognized for being robust and reliable. Additionally, our template is designed to be "lightweight," which requires relatively little bandwidth to load. To date, none of the jurisdictions that use our template have reported website traffic or reliability problems.

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