Guidelines for Creating an Effective Statement of Experience for Teaching

PREPARATION

1. Research the institution - Questions to consider:
   - What are the criteria for acceptance?
   - What are the values of the program and institution?

2. Conduct self-reflection:
   - What motivates you to apply to this institution?
   - What are your interests, skills, and goals?
   - How do your personal goals match with the institution and program?

CONSIDERATIONS FOR WRITING YOUR STATEMENT

1. Follow directions on each application process:
   - Read each question carefully and make sure you answer each one;
   - Customize each statement to reflect your research and interest in that particular program;
   - Do not send generic personal statements. Make yourself stand out from the crowd!
   - Follow required format and word limits.

2. Tone: be genuine, realistic, unique, excited and anecdotal:
   - How does this program or school fit you and your long-term goals? Demonstrate interest and motivation;
   - Emphasize what is unique about you (i.e., classes, projects, and events that stand out related to your goals);
   - Demonstrate that you have a realistic sense of the profession and the training required;
   - Talk about how you expect to contribute to the field.
3. Be creative while enhancing your assets:

- Find ways to carefully balance passion and anecdotes, with marketing and practical information;
- Make your opening statement and first paragraph eye-catching;
- Be creative, but not gimmicky or corny;
- Avoid meaningless phrases such as "I've always wanted to..." or "I like to help people";
- Make sure you indicate clear professional goals.

4. Match your experiences to the skills:

- Each Faculty of Education will give you an idea of what they are looking for in their Statement of Experience; match your experiences to them;
- You will be scored on how you meet the requirements of the personal statement. Some schools weigh the personal statement 50/50 with marks others 60/40 and others not at all; Check with each school and be aware of the weight assigned by each faculty.

AFTER CREATING YOUR DRAFT

Get your draft critiqued:

- Get lots of objective feedback from peers, professors, Career Services, writing labs, and other qualified sources;
- Are you communicating what you wish to say?
- Does it look professional and well written? Look at grammar, flow, segues, font size, aesthetics, spelling and format.

*Note: Career Services can help with the review and/or editing of statements of experience for teachers college applications. Once your personal statement is written, you may book your appointment with a career counsellor using myCareer, accessible via Carleton Central.