

# **CRAFT YOUR FUTURE:**

*Skills-building  
workshops*

---

## **Personal Statements Guided Workbook**



**WHITMAN COLLEGE**

---

Career and Community  
Engagement Center

# GOAL SETTING

1. Begin by identifying your **goal** and your **why**. Be as specific as possible.

What opportunity are you applying to?



Why are you applying for this opportunity?

- 
- 
- 
- 
- 
- 
-

# KNOW THY AUDIENCE

2. Step into the mindset of a reviewer. Before putting together the pieces of your narrative, you first need to gain an understanding of your audience – the people on the other side who will be reading and assessing your personal statement.

Who is your audience?

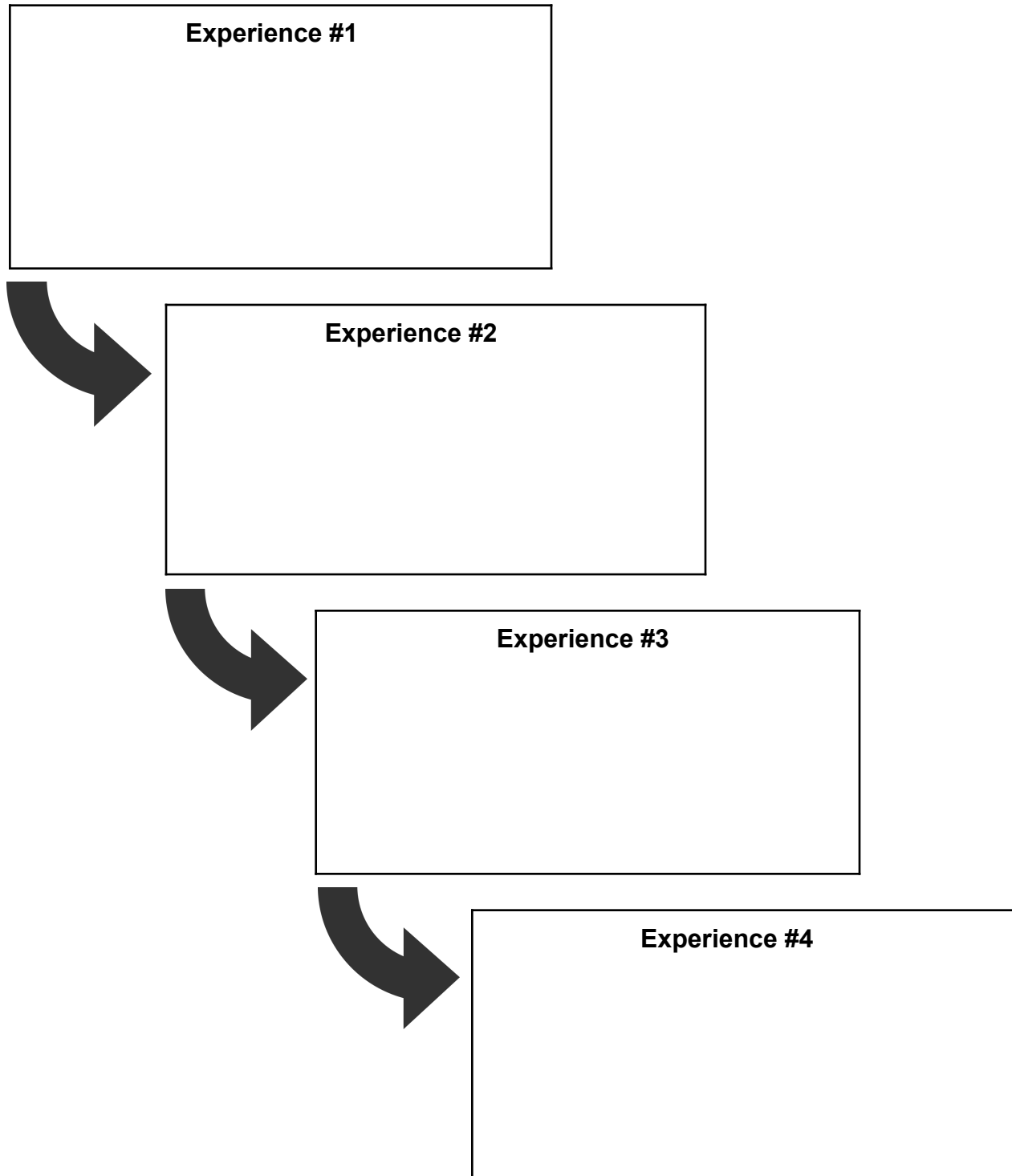


Brainstorm the traits and skills the reviewer(s) will look for in competitive applicants

- 
- 
- 
- 
- 
- 
- 
-

# STORYBOARDING

3. In chronological order, identify the important and relevant experiences that have compelled you to pursue your goal.



4. List the skills gained and revelations achieved

<b>Experience #1:</b>	
<b>Skills gained:</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<b>Revelations achieved:</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>

<b>Experience #2:</b>	
<b>Skills gained:</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<b>Revelations achieved:</b> <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>

**Experience #3:**

**Skills gained:**

- 
- 
- 
- 
- 
- 

**Revelations achieved:**

- 
- 
- 
- 
- 
- 

**Experience #4:**

**Skills gained:**

- 
- 
- 
- 
- 
- 

**Revelations achieved:**

- 
- 
- 
- 
- 
-

# COMMUNICATION CHECK

5. Describe one of the experiences you identified in the previous section to a partner (hereafter called “the Listener”). The Listener will identify what role you played, what you did, and your main takeaways from the experience.

**Notes:**

Compare what you listed in the previous section under “Skills gained” and “Revelations achieved” with what the Listener identified to assess whether you were able to communicate effectively. *What did you communicate well? What information was miscommunicated or not communicated at all?*

# TIE IT ALL TOGETHER

6. Summarize how you are prepared to take this next step and state how this next step is critical to your trajectory moving forward.

How have your experiences prepared you to succeed at this next opportunity?



Why is this next opportunity important to your path forward?



# NEXT STEPS / RESOURCES

- Graduate school and fellowship programs will often provide a prompt for a personal statement or a description of what they seek in candidates. Read these descriptions thoroughly to gain an understanding of what specifically the program is looking for in competitive applicants.
  
- Connect with us in the CCEC for specific guidance on how to tailor your personal statement for each specific program (grad school vs. fellowships and grants).  
[Schedule an appointment on Handshake](#) to get help with:
  - Writing and refining a Resume, Cover Letter, or CV
  - Finding, creating, or applying to internships
  - Creating a plan for your future
  - Finding an on-campus, off-campus, or post-Whitman job
  - Pursuing graduate school
  - Seeking and preparing applications for fellowships or grants
  - Meeting alumni and networking
  - Preparing for interviews
  - Getting involved in the Walla Walla community
  - Personal branding
  
- Schedule an appointment with me via email ([hernand2@whitman.edu](mailto:hernand2@whitman.edu)) to get help with pursuing fellowships
  
- [Schedule an appointment with the Center for Writing or Speaking \(COWS\)](#) for peer feedback on writing

# Skills by Category

## Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints in person and over the phone
- Present ideas effectively in speeches or lecture
- Persuade/influence others to a certain point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

## Nonverbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language that makes others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

## Written Communication

- Write technical language, reports, manuals
- Write poetry, fiction plays
- Write grant proposals
- Prepare and write logically written reports
- Write copy for sales and advertising
- Edit and proofread written material
- Prepare revisions of written material
- Utilize all forms of technology for writing
- Write case studies and treatment plans
- Demonstrate expertise in grammar and style

## Train/Consult

- Teach, advise, coach, empower
- Conduct needs assessments
- Use a variety of media for presentation
- Develop educational curriculum and materials
- Create and administer evaluation plan
- Facilitate a group
- Explain difficult ideas, complex topics
- Assess learning styles and respond accordingly
- Consult and recommend solutions
- Write well organized and documented reports

## Analyze

- Study data or behavior for meaning and solutions
- Analyze quantitative, physical and/or scientific data
- Write analysis of study and research
- Compare and evaluate information
- Systematize information and results
- Apply curiosity
- Investigate clues
- Formulate insightful and relevant questions
- Use technology for statistical analysis

## Research

- Identify appropriate information sources
- Search written, oral and technological information
- Interview primary sources
- Hypothesize and test for results
- Compile numerical and statistical data
- Classify and sort information into categories
- Gather information from a number of sources
- Patiently search for hard-to-find information
- Utilize electronic search methods

## Plan and Organize

- Identify and organize tasks or information
- Coordinate people, activities and details
- Develop a plan and set objectives
- Set up and keep time schedules
- Anticipate problems and respond with solutions
- Develop realistic goals and action to attain them
- Arrange correct sequence of information and actions
- Create guidelines for implementing an action
- Create efficient systems
- Follow through, ensure completion of a task

## Counsel and Serve

- Counsel, advise, consult, guide others
- Care for and serve people; rehabilitate, heal
- Demonstrate empathy, sensitivity and patience
- Help people make their own decisions
- Help others improve health and welfare
- Listen empathically and with objectivity
- Coach, guide, encourage individuals to achieve goals
- Mediate peace between conflicting parties
- Knowledge of self-help theories and programs
- Facilitate self-awareness in others

**Interpersonal Relations**

Convey a sense of humor  
Anticipate people's needs and reactions  
Express feelings appropriately  
Process human interactions, understand others  
Encourage, empower, advocate for people  
Create positive, hospitable environment  
Adjust plans for the unexpected  
Facilitate conflict management  
Communicate well with diverse groups  
Listen carefully to communication

**Leadership**

Envision the future and lead change  
Establish and enforce policy  
Set goals and determine courses of action  
Motivate/inspire others to achieve common goals  
Create innovative solutions to complex problems  
Communicate well with all levels of the organization  
Develop and mentor talent  
Negotiate terms and conditions  
Take risks, make hard decisions, be decisive  
Encourage the use of technology at all levels

**Management**

Manage personnel, projects and time  
Foster a sense of ownership  
Delegate responsibility and review performance  
Increase productivity and efficiency to achieve goals  
Develop and facilitate working groups  
Provide training for development of staff  
Adjust plans/procedures for the unexpected  
Facilitate conflict management  
Communicate well with diverse groups  
Utilize technology to facilitate management

**Financial**

Calculate, perform mathematical computations  
Work with precision with numerical data  
Keep accurate and complete financial records  
Perform accounting functions and procedures  
Compile data and apply statistical analysis  
Create computer generated charts for presentation  
Use computer software for records and analysis  
Forecast, estimate expenses and income  
Appraise and analyze costs  
Create and justify organization's budget to others

**Administrative**

Communicate well with key people in organization  
Identify and purchase necessary resource materials  
Utilize computer software and equipment  
Organize, improve, adapt office systems  
Track progress of projects and troubleshoot  
Achieve goals within budget and time schedule  
Assign tasks and sets standards for support staff  
Hire and supervise temporary personnel as needed  
Demonstrate flexibility during crisis  
Oversee communication, email and telephones

**Create and Innovate**

Visualize concepts and results  
Intuit strategies and solutions  
Execute color, shape and form  
Brainstorm and make use of group synergy  
Communicate with metaphors  
Invent products through experimentation  
Express ideas through art form  
Remember faces, accurate spatial memory  
Create images through, sketches, sculpture, etc.  
Utilize computer software for artistic creations

**Construct and Operate**

Assemble and install technical equipment  
Build a structure, follow proper sequence  
Understand blueprints and architectural specs  
Repair machines  
Analyze and correct plumbing or electrical problems  
Use tools and machines  
Master athletic skills  
Landscape and farm  
Drive and operate vehicles  
Use scientific or medical equipment