

# SOP, Personal Statement & Essay



學術交流基金會  
美國教育資訊中心  
教育顧問 傅鏡平

# 我眼中的自己...

## SWOT分析：

內在：**Strength**（優勢）- 我的厲害之處

**Weakness**（劣勢）- 我還可以更好的地方

外在：**Opportunity**（機會）- 我可以出頭的機會

**Threat**（威脅）- 別人的優勢

# Statement of Purpose

- 有的叫Personal Statement
- 如果兩者都要，SOP就是讀書計畫，PS就是自傳，約略可從進大學前做為時間的劃分，以前的放PS，之後的放SOP
- 字數依各校規定，太長沒有用，太短也不好
- 申請大學部及MBA通常要寫essay

# Statement of Purpose 結構

- Motivation
- Academic
- Working Experiences
- Reason to apply the program
- Extracurricular Activities
- Career Goal

# Statement of Purpose 寫作

開頭要吸引人 (Hook)

簡潔，不說廢話

一改再改很正常

注意文法及拼字不要錯

請英文好的人修改，找不到人

就花錢找 editor 修改

# SOP與PS的差別

- 以U of Michigan為例
- 透過Rackham Graduate School申請
- Type your **Statement of Purpose** and **Personal Statement** directly into the application form or create them in your preferred word processor and upload them from your computer.

# SOP

- The Academic Statement of Purpose should be a concise, well-written statement about your **academic** and **research** background, your **career goals**, and how Michigan's graduate program will **help** you meet your career, and **educational objectives**.

# Formatting

Include at the top of each document:

- The type of document (Academic Statement of Purpose, Personal Statement, or Curriculum Vitae or Resume)
  - Your name
  - The name of the graduate program
  - Your 8 digit U-M ID (if known)
- 
- Make sure margins are at least one-inch so nothing is cropped when you upload the documents to the application.



# Personal Statement

- How have your background and life experiences, including cultural, geographical, financial, educational, or other opportunities or challenges, motivated your decision to pursue a graduate degree at the University of Michigan?

# Personal Statement

- For example, if you grew up in a community where educational, cultural, or other opportunities were either especially plentiful or especially lacking, or are undocumented or DACAmented, you might discuss the impact this had on your development and interests. This should be a discussion of the journey that has led to your decision to seek a graduate degree.

# Personal Statement

- If you will be a graduate student with Deferred Action for Childhood Arrival (DACA), it is important to mention DACA in your personal statement since this is a consideration for some financial aid.
- The personal statement has a 500 word limit and should be different from your Academic Statement of Purpose.

# 注意事項!

- 具體描寫個人欲從事研究之相關產業現況及未來發展潛力，並與個人研究作結合。
- 隱惡揚善，積極正面，不要自曝其短
- 一致性
- 一改再改很正常
- 找英文好的人proofread

# 範例: NYU graduate program

- Please develop an essay of no shorter than 500 words (typed, double-spaced) that discusses your professional goals and addresses each of the following questions:  
Why is this Graduate program right for you, both academically and professionally?  
What might you **contribute** to the program, both as a student and afterwards?

# Writing the Statement of Purpose

-UC Berkeley

**Part 1: Introduce yourself, your interests and motivations**

**Tell them what you' re interested in, and perhaps, what sparked your desire for graduate study.**

**This should be short and to the point; don' t spend a great deal of time on autobiography.**

# **Writing the Statement of Purpose**

**Part 2: Summarize your undergraduate and previous graduate career**

**a) Research you conducted. Indicate with whom, the title of the project, what your responsibilities were, and the outcome. Write technically, or in the style of your discipline. Professors are the people who read these statements.**

# Writing the Statement of Purpose

**b) Important paper or thesis project you completed, as well as anything scholarly beyond your curricular requirements.**

**c) Work experience, especially if you had any kind of responsibility for testing, designing, researching or interning in an area similar to what you wish to study in graduate school.**



# Writing the Statement of Purpose

**Part 3: Discuss the relevance of your recent and current activities**

**If you graduated and worked prior to returning to grad school, indicate what you' ve been doing: company or non-profit, your work/design team, responsibilities, what you learned. You can also indicate here how this helped you focus your graduate studies.**

# Writing the Statement of Purpose

## Part 4: Elaborate on your academic interests

Here you indicate what you would like to study in graduate school in enough detail to convince the faculty that you understand the scope of research in their discipline, and are engaged with current research themes.

# Writing the Statement of Purpose

a) Indicate the area of your interests. Ideally, pose a question, define a problem, or indicate a theme that you would like to address, and questions that arise from contemporary research. This should be an ample paragraph!

# Writing the Statement of Purpose

b) Look on the web for information about departments you're interested in, including professors and their research. Are there professors whose research interests parallel yours? If so, indicate this. Check the specific program; many may require you to name a professor or professors with whom you might work.

# Writing the Statement of Purpose

c) End your statement in a **positive** manner, indicating your excitement and readiness for the challenges ahead of you.

# Tips for Writing a SOP

1. What the admissions committee will read between the lines: self-motivation, competence, potential as a graduate student.
2. Emphasize everything from a positive perspective and write in an active, not a passive voice.

# Tips for Writing a SOP

3. Demonstrate everything by **example**; don't say directly that you're a persistent person, show it.

4. If there is something important that happened to you that affected your grades, such as poverty, illness, or excessive work, state it. Write it affirmatively, showing your perseverance despite obstacles. You can elaborate more in your personal statement.

# Tips for Writing a SOP

5. Make sure everything is linked with continuity and focus.

6. Unless the specific program says otherwise, be concise; an ideal essay should say everything it needs to with brevity. Approximately 500 to 1000 well-selected words (1-2 single space pages in 12 point font) is better than more words with less clarity and poor organization.



# What does this statement need to accomplish?

-UC Berkeley

Personal statement should give **concrete evidence** of your promise as a member of the academic community, giving the committee an image of you as a person.

This is also where you represent your potential to bring to your academic career a critical perspective rooted in a non-traditional educational background, or your understanding of the experiences of **groups historically under-represented in higher education** and your commitment to increase participation by a **diverse** population in higher education.

# What kinds of content belongs here?

Anything that can give reviewers a sense of you as a person belongs here; you can repeat information about your experiences in your research statement, but any experiences that show your promise, initiative, and ability to **persevere despite obstacles** belongs here.

This is also a good place to display your **communication skills** and discuss your ability to maximize effective collaboration with a diverse cross-section of the academic community. If you have faced any obstacles or barriers in your education, sharing those experiences serves both for the selection process, and **for your**



**nomination for followup**

If one part of your academic record is not ideal, due to challenges you faced in that particular area, this is where you can explain that, and direct reviewers' attention to the evidence of your promise for higher education.

# Essay 短文

- 高中生申請大學部
- 大學畢業申請MBA
- 有指定題目(挑戰、偶像、開創)
- 字數比SOP少
- Common App會有共同題目及各校額外指定題目

# Essay 短文

- 藉由字裡行間來展現人格特質
- 不要找人代寫(文風太成熟)
- 參考範例:

<https://apply.jhu.edu/application-process/essays-that-worked/>

# MBA Essay 短文

## MBA essay 常見題目:

- Why MBA?
- Why our school?
- Why now?
- What is your long term career goal?
- What is your short term career goal?



# 參考別人的文章

- 從網路上找 sample  
Key word: SOP sample  
(+ field of study)
- 不要一字不漏照抄
- Turnitin 很厲害

# 學術交流基金會聯絡方式

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- 網址：[www.educationusa.tw](http://www.educationusa.tw)

請到 Facebook 給我們一個讚!  
[www.facebook.com/educationusatw](http://www.facebook.com/educationusatw)



謝謝大家！