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confident about promoting yourself on paper. \* Expand it - create a 'degree specification profile' to see what the departments are looking for with respect to the courses that interest you. \* Prove it - evidence

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of your skills by listing examples from your life, inside and outside education. Think about what you are offering in terms of strengths and what needs further development. \* Draft it - note down your findings

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so far and start thinking about how to structure them.

- \* Build it - begin building the structure of your statement and formulate your sentences.
- \* Review it - read hints about structure, spelling, grammar,

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