



Center for Rehabilitation and Recovery

# Tips for Writing a Personal Statement

For Application To:

Mind Your Health Peer Coaching Program  
NYC Department of Health & Mental Hygiene, Office of Consumer Affairs

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## Overview

This guide will help you write a personal statement for your application to the Mind Your Health Peer Coaching Program offered by the Office of Consumer Affairs in the New York City Department of Health & Mental Hygiene.

The purpose of the personal statement is to help the program get to know you better. On the application you are asked to describe your interest in this program and your experience in improving the health of others. You may also want to include other kinds of personal information, such as your strengths, skills and career goals.

In thinking about what to include or exclude, there are two things you want to watch out for: saying too much (i.e., getting overly personal), or not saying enough. To find the right balance, we suggest you focus on summarizing significant experiences that have influenced your current career goals.

Review the sections below to get tips on how to plan and write a strong personal statement. Best of luck!

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## General Tips

- Allow yourself enough time to write, revise, and proofread your personal statement.
- Follow the instructions carefully.
- Describe your strengths.
- Review the program's description and describe how it will support your career goals.
- Read your personal statement out loud to make sure it flows and makes sense.
- Ask someone to proofread your work to make sure your grammar and spelling are correct.
- Write as close to 500 words as possible, but do not go over that amount.
- Type your personal statement or ask someone to type it for you.

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## Before Writing

*Before you start writing your personal statement, you may want to answer the questions listed below. You can then use some of your responses in your personal statement.*

- Why am I interested in becoming a peer health coach? *(This relates to the first application question about your interest in the program).*
- What experiences do I have that would allow me to improve the health of the people I serve? *(This is an actual question on the application).*
- What skills do I have that would help me become a good peer health and wellness coach?
- Have I had any volunteer and/or paid jobs in the past? If so, how have these jobs prepared me for being a peer health coach?
- How will attending the Mind Your Health Peer Coaching program help me grow as an individual and prepare me for my future career?

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## Writing Tips

*There are several different ways you can organize your personal statement but the most common format includes an introduction, a body, and a concluding paragraph. Here are some ideas of what to include in each section.*

### Introduction

The introduction describes what you want to write about and provides a road map to your personal statement. You may want to start by describing why you are interested in the Mind Your Health Peer Coaching program. In the next few sentences, introduce the main reasons why you should be accepted into the program.

### Body

The body should include several paragraphs (usually about 3) that provide more detail about your personal experiences, strengths, accomplishments and goals. In the first body paragraph, you can describe any personal experiences you have had that motivate you to become a peer health coach. In the second body paragraph, you can write about how your personal and professional experiences (i.e., volunteer and/or paid jobs) have helped you contribute to the health of others. In the third body paragraph, you can write about how these experiences helped you develop skills to become a good peer health and wellness coach. You may also want to describe how you might use these skills to help people you serve in the future.

### Conclusion

The conclusion is the last paragraph of the personal statement. State the key points mentioned in the body paragraphs, such as your experiences, strengths and accomplishments. Explain your interest in becoming a peer health coach. End with a positive sentence or two about why you should be accepted into the Mind Your Health Peer Coaching program.