



Writing a Personal Statement

Use your personal statement to tell your story.

- Explain your background and expertise
- Highlight 2-3 achievements you accomplished during the time in your current rank
- Describe what you are currently doing and your goals for the next five years
- Discuss your contributions to the College's mission (education, research, clinical service, service/outreach)
- Demonstrate how you embrace the College's core values (collaboration, community, diversity, excellence, innovation, integrity and servant leadership)

Describe the impact of your work so it can be understood by specialist and non-specialist evaluators.

- Showcase your contributions to demonstrate how they are advancing important trends in your area
 - Define the problems, terms and concepts that will be of most interest
 - Provide definitions and examples to help less specialized readers
 - Show the importance of your involvement, e.g., noting invitations to present your work, including the standing of the journals in which you publish or citing your publications
- Explain how you benchmark the progress and impact of your work
 - Identify specific accomplishments and objectives (completed and in the pipeline)
 - Outline your plans for the next phase
 - Project the potential impact and how will you achieve it

Relate your clinical service or research to your teaching and service contributions.

- Discuss connections between your clinical service or research and your teaching philosophy
- Explain how your clinical service or research has improved your teaching (e.g., have you worked with more trainees or helped them in new ways?)
- Describe how your students, department or other collaborators (internal or external) have benefited from your work (e.g., creation of new courses, programs or partnerships)

Further Considerations

Remember your readers, including the non-specialists. Your evaluators may skim your CV and then look to your candidate statement to frame your body of work because they are asked to assess your regional/national recognition, clinical expertise, teaching performance, administrative work and community activities. However, your evaluators may not be specialists in your field and may be more generally concerned with how your work matters.

Less can do more. Do not overload sentences with complex terminology. Use your candidate statement to make connections among the work detailed in your CV. Focus on a few central themes to provide a set of take-away points for your readers to assess your work and use telling details to document its impact.

While narratives can be an appealing way to approach a candidate statement, that appeal can be misleading.

Reflecting upon what you have done is a crucial first step in the process, but those reflections often need to be recast in a less chronological and more analytical form to develop how your work has advanced and improved. There is no hard and fast rule on how to write a candidate statement. Your candidate statement should be **1-3 pages** (for clinical faculty) or **3-5 pages** (for other faculty).