

VA Personal Statement Prep Checklist

Organize your own words around facts, symptoms, daily impact, and timeline.

Define the purpose

- ☐ Choose the condition, event, rating issue, or daily-impact point the statement should explain.
- ☐ Write what you want VA or a reviewer to understand after reading it.
- ☐ Separate in-service facts, current symptoms, treatment, and impact.
- ☐ Keep the statement focused rather than trying to cover every issue at once.

Capture impact in plain language

- ☐ Describe frequency, severity, duration, flare-ups, medications, and limits.
- ☐ Add work, sleep, mobility, relationships, concentration, or self-care examples when relevant.
- ☐ Use dates or timeframes when you can do so accurately.
- ☐ Mark records or buddy statements that support the same facts.

Review and format

- ☐ Use VA Form 21-4138 or current VA guidance when appropriate.
- ☐ Read the statement out loud and remove anything inaccurate or overstated.
- ☐ Make sure it still sounds like you.
- ☐ Keep a copy with the evidence packet and submission records.

Educational prep checklist only. ValorAI is not VA, a VSO, an attorney, an accredited claims agent, or a medical provider. This is not legal or medical advice and does not guarantee benefits. Use official VA channels or accredited help when you need filing or representation support.