MBA Application Template (Business School)

# 1. Profile

* Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Current Institution/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Years of Experience (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 2. Essays

1. Career Goals (Short/Long Term)
2. Why MBA & Why Now
3. Why This School
4. Leadership Experience Example
5. Teamwork/Failure Example

# 3. Resume Checklist

* Quantified achievements
* Leadership & Impact
* Clubs/Initiatives
* Awards
* Certifications

# 4. Recommendations

* Recommender 1: Name / Relationship / Email
* Recommender 2: Name / Relationship / Email

# 5. Documents

* Transcripts
* Resume
* Essays
* LORs
* Test Scores (GMAT/GRE) [if required]