

Master of Business Administration

Application Tips

- Each graduate business school has its own application schedule. Be sure to check the application/admission deadlines for each school to which you apply.
- Most schools have a variety of application requirements and deadlines that you must meet to be considered for admission. It will be helpful if you set up a detailed calendar that will remind you of what must do, by when, to complete your application.
- Consider applying to several schools, including schools that may be a 'stretch' for you based on your GPA and work experience as well as schools to which you can reasonably expect to be admitted. Applying to at least one 'safety school' is highly recommended.

Career Center Calendar

Check www.cpp.edu/~career for current dates, times and locations for Drop-In Advising, workshops and career events.

"Drop-In Advising"

Brief, 10-15 minute sessions with a Peer Advisor who can provide you the tools and resources to be successful. No appointment necessary!

Mon-Fri: 11am-3pm

Summer Hours:

Please call office for Summer hours
909-869-2342

Choosing the Right Business School

Each aspiring graduate business school student has a unique perspective on how they will use their MBA to reach their career goals, and on what kind of MBA program will best meet their needs.

MBA admissions offices frequently provide detailed information about their programs, including average class sizes, faculty or school specializations, average undergraduate GPAs and GMAT scores of students, job placement rates and average starting salaries of graduates. As you consider which MBA program will work best for you, some of this information may help you make a decision about where to apply. You may wish to apply to programs with highly competitive admissions as well as programs that have lower barriers to entry to make sure you have a range of options.

Most full time programs allow you the opportunity to specialize in fields like Finance, Marketing, Strategy or Entrepreneurship. Some programs offer very specific concentrations in industry sectors, such as real estate, health care, or non-profit management. Take time to identify schools that match your interests. Graduate schools of business are often not good places to 'find yourself'; consider clarifying what you want from your MBA program before you apply. Schools may have strong reputations in certain industries; ask the business school's career center about where the majority of graduates find employment.

On-line resources that can help you get started on your research are:

<http://www.mba.com/mba>

<http://www.princetonreview.com/mba/default.asp>

In book form, consider:

Barron's Guide to Graduate Business Schools, 12th ed. (available on Amazon.com and other retailers).

"Should I work before pursuing my MBA?"...

....is a question asked frequently by undergraduates considering advanced business training. Working for two to five years in a position that enables you to utilize the skills you acquired as an undergraduate can work to your advantage. Many graduate business schools look favorably upon work experience when it comes to admissions decisions. And, without meaningful work experience, you may find that you are unable to fully realize the potential earning power of your MBA. Of course, every person's situation is unique, so if you are unsure whether pursuing your MBA right after graduating from college is right for you, make an appointment with a career counselor to discuss your goals and what you expect from your MBA.

Navigating the Graduate Management Admission Test (GMAT)

The GMAT is a computer based test that can be taken by appointment at test centers in the U.S. and internationally. Some test centers may be open on weekends. You may schedule a test date on-line, at www.mba.com, by phone or mail. Contact information is on the mba.com web site. Your test scores will be reported to the schools you request within about three weeks of the testing date – it is up to you to make sure that you take the test in time for your scores to be reported to your schools prior to their application deadlines, which vary from school to school.

The maximum time allowed to take the test is three and a half hours (75 minutes for the quantitative section, 75 minutes for the verbal section and 60 minutes for the two writing exercises combined). A total of 41 verbal questions are asked including comprehension, reasoning and sentence correction, and 37 questions comprise the quantitative section. You do not have to be a math genius to take the test....the quantitative section tests your knowledge of the principals of arithmetic, elementary algebra and geometry; advanced algebra and calculus questions are not included.

Preparation is important to maximizing your test scores. The Official Guide to GMAT Review contains about 800 sample questions and is available from www.mba.com; other test preparation resources and classes are available commercially and can be researched on the internet.

Your Personal Statement

Business schools want to recruit men and women who are qualified for reasons beyond grades and scores. The essay or personal statement in your application is the place to tell the committee about yourself.

Your evaluation of actual experiences and past accomplishments has more value to the admissions committee than speculation about future accomplishments. If you have overcome a serious obstacle in your life to get where you are today, let the admission committee know about it. A noteworthy personal experience or accomplishment may be an appropriate subject for your essay; describe the experience, and how it has affected your life and your decision to seek a career in the business world.

Your personal statement should also reflect the essential values and skills that you have developed. Critical skills for success in business school include analytical skills, interpersonal skills, writing skills, intermediate to advanced spreadsheet skills, statistics and quantitative problem solving. Many business professionals value organizational integrity and ethics, customer-centered business practices and sound financial policies in government and business.

Past employment and academic experiences that played a role in helping you decide to go to MBA school or to learn about life would also be of interest to admissions committees. Remember: business is about producing results. If you can refer to specific achievements and quantify them, the admissions committee will be better able to assess your potential to contribute to their program.

You're Ready to Go!

Identifying the business schools that are right for you, planning for each school's admissions timeline, and ensuring that you take the GMAT at a time consistent with your target schools' admissions processes will put you on the path for a successful business school application process. Preparing well for the GMAT and carefully crafting your personal statement can help you gain admission to the school of your choice.

If you need help with your MBA school application or with your personal statement, contact The Career Center – we are here to serve you.