THE JAMES & GAIL ELLIS
SCHOOL OF BUSINESS LEADERSHIP

MBA Application Checklist

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Required Application Materials Checklist

All Applicants

☐ Submit an online application.

☐ Resume

☐ Personal Statement

☐ Official transcripts from all domestic universities attended, except for University of New Mexico or official transcripts with English translation for all non-US universities attended.

Additional Materials for International Applicants

☐ English Proficiency Exam or Waiver, policy here

☐ Copy of Passport

Application Fee

$60 Domestic Applicants

$130 International Applicants

Rubrics and Instructions

Resume

The MBA program accepts both Resumes and CV's. In either document, please highlight the following:

1. **Years of full- or part-time work experience**
2. **Management experience**. This could be managing teams, budgets, projects, or processes.
3. **Awards, certificates, and honors earned**
4. **Community involvement**, including volunteer, board, or student organization service

Personal Statement

Your personal statement should be approximately 500 words and addressed to the "Admissions Committee". In your personal statement, please address the following areas:

1. **Why you want to attend the program**. Please mention the program by name and specifics about the program that appeal to you, whether that is curriculum, faculty, or career outcomes.
2. **Your professional goals**. Share what you have done in your career or education so far and your future goals. Express how the program will help you achieve your career goals.
3. **Why you are a good candidate for the program**. Please share why the admission committee should consider you, such as your drive to complete the program, work or class performance, your current experience in the field, strengths, and any other reasons.
4. **If your GPA is lower than 3.0**, please address this in your personal statement. Talk about what was going on at the time, how you have changed as a student, and your strategies for maintaining a 3.0 GPA in your graduate degree.
5. **Add anything else you want to share about who you are**! Help the admissions committee get to know you.

For assistance on your personal statement, you can use the UNM Center for Teaching and Learning. We have also provided a template for you at the end of this document.

Official Transcripts

If you graduated from the University of New Mexico, you do not need to send your official transcripts to apply.

UNM admission policy states we are required to obtain an official transcript from all Colleges and Universities attended. To send your transcripts to UNM, follow these steps:

1. Visit your school's transcript page, or look up your school using Parchment or National Student Clearinghouse.
2. If using Parchment or National Student Clearinghouse, create an account to log in.

3. When asked where you are sending the transcript, choose to send the transcripts to yourself or another individual.
4. Enter the following for the "other individual" information:
    a. School or individual name: The James & Gail Ellis School of Management
    b. Email: andersonapplication@unm.edu
5. Submit payment and save the receipt for your transcripts.

Non-US (Foreign) Transcripts must include an official transcript and translation (if the original is not in English).

- Only the official transcript (and translation) is required to evaluate your GPA. Our admissions team can evaluate your transcript in-house. You do not need to get them evaluated from a third party.
- If electronic delivery is not available, send foreign evaluations
    to: UNM Anderson Graduate Admissions
    MSC05 3090
    1 University of New Mexico
    Albuquerque, NM 87131-0001

Questions?

Contact andersongrad@unm.edu

Personal Statement Guidelines and Template

How to Get Started

- Look at the curriculum for the program
- Confirm that the degree you are seeking matches your career goals
- Meet with an admissions counselor to discuss why the program would be a good fit for you

Style of Letter

- Direct and straightforward
- Place central points early
- Use active, not passive, voice
- Do not use words such as “rather,” “quite,” “somewhat,”, “fairly,” “pretty much”
- Be accurate and precise
- Be positive in emphasizing strengths and explaining anomalies
- Edit ruthlessly and cut out redundancy
- Use examples to strengthen your points
- Keep the statement to one or two typed pages
- If helpful, break up your letter with a header for each prompt
- Do not use ChatGPT to draft letter
- Use the template provided on the next page as a guideline
- Use the UNM Center for Teaching and Learning to get feedback

Personal Statement Prompts

2. **Why you want to attend the program**. Please mention the program by name and specifics about the program that appeal to you, whether that is curriculum, faculty, or career outcomes.
3. **Your professional goals**. Share what you have done in your career or education so far and your future goals. Express how the program will help you achieve your career goals.
4. **Why you are a good candidate for the program**. Please share why the admission committee should consider you, such as your drive to complete the program, work or class performance, your current experience in the field, strengths, and any other reasons.
5. **If your GPA is lower than 3.0**, please address this in your personal statement. Talk about what was going on at the time, how you have changed as a student, and your strategies for maintaining a 3.0 GPA in your graduate degree.
6. **Add anything else you want to share about who you are**! Help the admissions committee get to know you.

Personal Statement Template

Personal Statement

[Your full name]
[Date]
[Graduate Business Program name] Admissions Committee

[University
Name] [City,
State]

Dear Admission Committee,

[Introduction]

As part of my application for the [Program Name], I would like to express my interest and dedication to pursuing the program. *Provide additional details that summarize the statement prompts, no more than 1-3 sentences.*

Why I want to Attend the Program

In one paragraph, mention the program by name and specifics about the program that appeal to you, such as curriculum, faculty, or career outcomes.

My Professional Goals

In one paragraph, share what you have done in your career or education so far and your future goals. Express how the program will help you achieve your career goals.

Why I am a Strong Candidate for the Program

In one or more paragraphs, share why the admission committee should consider you. This can include your drive to complete the program, work or class performance, your current experience in the field, strengths, and any other reasons.

GPA or Difficulties and How I Have Overcome Them

If your GPA is lower than 3.0, please address this in this section. Talk about what was going on at the time, how you have changed as a student, and your strategies for maintaining a 3.0 GPA in your graduate degree.

If your GPA is above 3.0, you can leave this section out.

Conclusion

In one final paragraph, you can add additional information about who you are or anything interesting you want to share. Additionally, reinforce why you are a good candidate for the program and reinforce your interest. Thank the admission committee for their review of your application, and express your interest to hear from them soon.

[Signature]

Example of a Personal Statement from Past Applicant

To the Admissions Committee:

I am writing to express my strong interest in rejoining your program to successfully complete the Master of Science in Project Management (MSPM) With a solid foundation in construction project management and a deep understanding of project workflows, I am eager to leverage this knowledge to refine my

leadership skills, enhance my technical acumen, and contribute meaningfully to the program's academic environment.

Why I Want to Attend the Program

I am passionate about project management and its critical role in ensuring the success of complex, high-stakes projects. Over the years, I have gained extensive experience managing various aspects of construction projects, from overseeing subcontractor coordination and managing RFIs to ensuring compliance with safety regulations and project specifications. My hands-on experience in project engineering has fueled my desire to deepen my theoretical knowledge, develop innovative problem-solving approaches, and explore emerging trends in project management, such as the integration of AI and data analytics in decision-making.

Professional Goals

My goal is to take on a leadership role where I can manage multi-disciplinary teams, mitigate project risks, and optimize construction workflows. I aspire to transition into a senior project management role where I can influence project outcomes by applying best practices, ensuring stakeholder alignment, and fostering a culture of collaboration. Long-term, I am interested in contributing to the development of project management methodologies that integrate technology and innovation, positioning organizations for sustainable growth in an evolving industry.

Why I Am a Strong Candidate for the Program

My professional journey has equipped me with a strong foundation in project coordination, risk assessment, and resource management. I excel in maintaining project consistency by establishing effective processes, fostering team collaboration, and driving projects toward successful completion. My ability to navigate complex project challenges while maintaining a detail-oriented and results-driven mindset has been instrumental in my professional success.

Moreover, my commitment to continuous learning is reflected in my dedication to finishing the MSPM degree that I began at UNM. I have successfully applied concepts from my coursework to real-world scenarios, demonstrating my ability to integrate theory with practice. This hands-on experience, combined with my academic focus, positions me well to excel in your program.

Additional Information

Beyond my technical expertise, I bring a strong sense of adaptability, collaboration, and a passion for problem-solving. I am eager to engage with fellow professionals, exchange ideas, and contribute to an enriching learning environment. I am confident that my dedication, experience, and drive to excel will make me a valuable addition to the program.

Thank you for considering my application. I am excited about the opportunity to complete my MSPM and contribute to the UNM community.

Sincerely,

Lucy Lobo