

# 5 STEPS FOR APPLYING TO BUSINESS SCHOOL

1

## Select your target business schools.

Start by attending a Forté MBA Forum. At these free events you'll make critical connections with admissions reps from top schools in North America and Europe. Learn more at [fortefoundation.org/forums](https://fortefoundation.org/forums). It's also important to talk to current students and alumni at schools that interest you.

### TO DO

Make a list of your target schools and check their application requirements.

2

## Craft your MBA resume.

While the admissions committee may spend only a few moments reviewing it, your business school resume is crucial in creating a first impression of you as a person, employee, and potential business school student. Provide detailed accomplishments, use concrete numbers in your highlights, and show how you have demonstrated leadership.

### TO DO

Don't forget to submit official transcripts from each institution at which you studied with your new business school resume.

3

## Gather professional recommendations..

You will need to submit at least two professional letters of recommendation from people who have supervised your work and/or assessed your performance during your career. Choose people who know you well and be specific about what you need.

### TO DO

Reach out to your recommenders so they have plenty of time to craft your letter.

4

## Write your application essays.

MBA application essay questions are designed to elicit a fundamental set of information: Why do you want an MBA, why now, and why from us? The admissions committee is looking for evidence of your professional maturity as shown by your clarity of purpose.

### TO DO

Check the essay questions for the schools that interest you. As you explore how you want to answer each question, write notes to organize your thoughts and create a compelling essay.

5

## Hit submit on your application.

When you've completed all the requirements, your MBA application is ready to go! As you wait to hear back from schools, keep networking, connect with the Forté community, and advocate for other women embarking on this journey.

### TO DO

Hit submit and be proud of the hard work that got you this far!