



Purpose:

This resource is designed to provide guidance for successfully writing and submitting your self-nomination letter as part of the Executive MBA application process. It includes key topics for you to cover in your letter that the admission committee would like to learn about each candidate.

Action Steps

- 1. Reflect on Key Topics:** Before you begin writing your self-nomination, take some time to reflect on the topics outlined in items 2-7 below. Make note of key examples you would like to include in your letter.
- 2. Describe Current Responsibilities and Assignments:** Please describe your current job responsibilities, including all relevant titles, roles, special assignments, projects of which you are a part, and current leadership and/or supervisory roles. You may also consider including details on previous roles leading to how you came to be in your current position.
- 3. Share Finest Achievements and Greatest Disappointments:** Your achievements and disappointments are an important part of your professional and personal experiences and help to shape who you are. Please discuss at least one example of each, how they have impacted you and what you have learned from these experiences.
- 4. Discuss Challenges You Have Experienced in Your Organization:** We are each met with challenges on a regular basis. Those you have met within your organization or in a previous role may be among your reasons for applying to this program. Describe what those specific challenges have been for you and what, if any, solutions you have recommended and, if applicable, the final outcomes after implementation.
- 5. Include Civic/Community Activities and Leadership:** Tell us about any current volunteer work in which you are actively involved, including a brief description of the organization, your involvement and any leadership roles. Note, service activities need not be related to your profession.
- 6. Share Motivations for Entering the Executive MBA Program:** Share your reasons for applying to the Katz Executive MBA program. What brought you to seek an Executive MBA? Why is this the right program for you? There are no wrong answers. Please avoid writing what you think we want to hear. This is your opportunity to share in your authentic voice your motivations and help us better understand who you are and what you will bring to your cohort.
- 7. Describe Professional and Personal Goals:** Now that we understand better where you are and have been, please tell us about your goals, your aspirations and how the Katz Executive MBA program will help you in achieving those.





Action Steps, cont.

8. **Submit Your Letter:** Please submit your self-nomination letter by uploading it to your Executive MBA online application form.
9. **Receive Confirmation from the Executive Programs Office.** Once your completed online application form, including your self-nomination and resume, is received by the Katz Executive Programs Office, your outreach specialist will send you a confirmation.

Quick Check List

- ✓ Start a draft with ideas regarding each key topic
- ✓ Ask others for input on your strengths and weaknesses
- ✓ Revise your draft and proofread
- ✓ Ask someone to read your letter and provide feedback
- ✓ Make refinements, and proofread, again
- ✓ Submit your self-nomination letter by uploading it to your online application

Resource

Katz Executive MBA [Application](#)

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