

GRADUATE SCHOOL

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Applying to graduate school may be another step on the path to your future career and should be taken very seriously. You will want to take the following steps:

1. Know which program(s) you want to apply for. Consider the program's:

- Reputation
- Cost
- Geographic location
- Admission requirements

2. Obtain information on admission requirements from the program's website. Most applications include:

- Resume and cover letter
- Personal Statement
- College transcripts
- Letters of recommendation
- Submission of your applicable entrance exam scores

Remember, some graduate programs will require you to submit your application materials up to **one year** in advance. Examine admission requirements and deadlines on the university website carefully. If you are unsure about any facet of the admission process, contact a professor in the department to clarify.

3. Prepare your Marketing Package

- Request an application form and fill it out carefully in legible handwriting
- Create a career portfolio
- Write a dynamic resume, cover letter and personal statement (if applicable), proof reading them carefully
- Ask professors and current or previous employers for letters of recommendation (see page ___)
- Set plenty of time aside to prepare for the entrance exam (study guides are available for purchase in bookstores or the internet and some can also be checked out in Krueger Library)
- Make an appointment with Career Services and your academic advisor for additional assistance

4. Prepare for the interview (if applicable)

- Thoroughly research any graduate program you are interested in
- Practice interviewing – use InterviewStream, Career Services Mock Interview System
- Dress for success (see page ___ for guidelines)

5. After the interview

- Follow up – be sure and send a 'thank you' letter immediately after the interview

PERSONAL STATEMENT

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The personal statement is a brief essay depicting why you would make a good fit into a particular graduate program. When writing a personal statement, there are several questions you will want to answer:

- How did you decide on this particular area of study?
- How did you decide on this particular program?
- Why do you believe you will be successful in the program you are applying to?
- What are your short and long term goals?

How did you decide on this particular area of study?

- Ideally, you will want to address a single event or series of events that led to your decision to pursue a particular career
- Reflect on experiences with family, volunteering, travel, work or school to help you with this question

How did you decide on this particular program?

- Research the program thoroughly
- Focus on their mission statement and how it might match your skills and goals
- Consider any other attributes of the program that are appealing to you
- Do you know any graduates of the program? What have they said about the program?
- Have you been acquainted with any of the professors at the university to which you are applying? What have they said about the institution?

Why do you believe you will be successful in the program?

- Link your previous educational, work or volunteer experiences with transferable skills that will convince an admissions committee that you have what it takes to be successful in their program.
- Back up your skills with real life examples

What are your short and long term goals?

- What do you hope to accomplish in your future career?
- How will this graduate degree contribute to your long term career plans?

Make sure your personal statement is professional, well-written and free of grammatical errors. Create an eye-grabbing introduction that sets you apart from other applicants, and reiterate your high points in a concluding paragraph.