

## Guide to submitting a Personal Statement – GC129, MC162 (domestic and international) and OUA

In addition to meeting the academic and work experience requirements, applicants are required to submit a personal statement (approximately 500 words) explaining your motivation to enter the Graduate Certificate Business Administration (Executive) and the Executive MBA programs. The personal statement should express your attitude towards collaborative engagement and group work with other course participants, and your openness to personal reflection.

This will assist with the selection process.

These guidelines have been prepared to assist applicants. Your writing style is important: it should demonstrate your ability to communicate clearly and concisely, using appropriate paragraph structure and short sentences.

Your program will involve a mix of individual learning and collaborative learning activities involving class participation.

Your Personal Statement must include:

- Motivation to enter the program
  - Briefly explain what has led to you seeking to enrol in RMIT's Graduate Certificate Business Administration Executive program/Executive MBA Program: what do you hope to gain in terms of learning and in terms of career advancement
- Openness to personal reflection and reflective learning
  - Briefly provide two examples of key lessons you have drawn from previous life experiences or professional / workplace experiences
- Attitude to collaboration and class participation
  - Briefly provide two examples of how you collaborated effectively with others either in the workplace or in an educational course

## Further steps

Use the links on the program web page to start your application online. Your application will go through to the University's admission selection team once submitted.

Please note that, where appropriate after reviewing your Personal statement and following dialogue with Admissions, the Program Director of RMIT's MBA programs may wish to contact you for an interview (which in some cases may be by phone or online means).