**Application Package**

**Graduate School Admission Requirements**

**Master of Business Administration (MBA)**

**Simon Fraser University (SFU)**

Source: Simon Fraser University (SFU). Beedie School of Business. *Graduate Programs*. <https://beedie.sfu.ca/graduate/mba/full-time-mba/admissions>. March 26, 2019. Web.

**Application Instructions**

## Are you the right fit?

Our successful candidates are ready to make a difference in the world and push themselves to their highest potential. As a part of this cohort, we will expect you to pull your own weight, while bringing out the best in others.

This section includes Admission Requirements, and details of [How to Apply](http://beedie.sfu.ca/graduate/mba/full-time-mba/admissions/apply). To connect with an advisor, register for an information session, connect with Beedie alumni, or arrange to visit a class, please contact us at 778.782.5259 or email [mba@sfu.ca](mailto:mba@sfu.ca).

## Who we are looking for

### Academic Achievement

A Bachelor's degree or equivalent from a recognized university with a cumulative grade point average of at least 3.0/4.33 (B), or a grade point average of at least 3.33/4.33 (B+) based on the last 60 credits of undergraduate courses is required. All graduate work is also considered. Need to upgrade your qualifications? Completing our GDBA with a 3.0 or higher will allow this to count as your considering CGPA.

### Professional Experience

Two or more years of full-time, professional work experience is required (competitive recommendation is 4 or more years).

### GMAT or GRE

We ask for a minimum GMAT score of 550. We also accept the GRE exam (minimum score of 150 in each section).

Local applicants may be interested in this [GMAT Prep Course](http://beedie.sfu.ca/graduate/BeedieGMAT/).

### English Proficiency

Applicants whose primary language is not English, or whose previous education was conducted in another language, must submit evidence of satisfactory completion of a standardized English test. The minimum acceptable test scores are: TOEFL 93 with a minimum of 20 in each category (Internet based exam); or TOEFL 580 and TWE 5 (paper based exam); or IELTS (the academic not the general test) with a 7.0 overall band score and a minimum of 6.5 in any section; and Pearson Test of Academic English (PTE Academic) with a minimum overall score of 63, and a minimum of 65 in speaking and writing.

### Maturity and Fit

We will assess your readiness to succeed in the program by means of a face-to-face interview, as well as a review of professional and personal experience, extracurricular and volunteer activities, and written submissions.

For full Admission Requirements, visit [How to Apply](http://beedie.sfu.ca/graduate/mba/full-time-mba/admissions/apply).

Need to upgrade your qualifications?  
Consider the [Graduate Diploma in Business Administration](http://beedie.sfu.ca/graduate/diplomas-certificates/gdba/" \t "_blank).

### Transfer from the GDBA

Students who have completed the [GDBA](https://beedie.sfu.ca/gdba/general/) (and have met the CGPA and other requirements of the MBA program) may qualify to apply to have some courses in the MBA program waived.

Completion of the [GDBA](https://beedie.sfu.ca/gdba/general/) with a 3.5 GPA allows prospective applicants for the MBA program to waive the GMAT requirement.

**Cover Letter**

2329 West Mall

Vancouver, BC V6T 1Z4

March 26, 2019

Beedie School of Business

8888 University Drive

Burnaby, BC V5A 1S6

Dear Admissions Office,

My name is Taylor Smith, a recent Bachelor of Arts graduate from the University of British Columbia (UBC), and I am submitting my application for acceptance into Beedie School of Business’ Master of Business Administration (MBA) program. I am currently seeking acceptance into the MBA program that begins in September of 2019. Pursuing graduate studies is very important to me, and after researching the MBA program that Beedie offers I have come to the conclusion that Beedie’s program will help me obtain the education I am seeking. Below you will find why I believe my application should be accepted, as I explain how my academic and personal history could contribute a great deal to the already amazing program that is in place at Beedie School of Business.

Regarding my academic history I am proud to say that that both my cumulative GPA and GPA over the last 60 credits would satisfy Beedie’s admission requirements, as both exceed the GPA requirements set forth for prospective students entering into the Masters of Business Administration program. Furthermore, I believe it is important for me to note that many of the elective courses I chose to take in my undergraduate degree were often in the upper levels, as I wanted to make sure I challenged myself in order to become better prepare for the heightened expectations of graduate school.

As mentioned, my academic history meets Beedie’s requirements for acceptance into the MBA program, however, I believe that my personal history reflects quite favourably on my character, and should be considered when making a decision on my acceptance into the program. I started post secondary education at a later age, in my mid-twenties, as I chose to work after I graduated high school. I saved money, developed and repaid debt, travelled, and most importantly I was able to gain an understanding of the professional world before going back to school; a skillset that many undergraduate students do not have. Also, for the entirety of my undergraduate degree I have worked full time, which has been very challenging at times to maintain a strong GPA, however, my work ethic and dedication to my academic and professional endeavours has allowed for me to be resilient through every challenge, shaping me into the person I am today.

Thank you for taking the time to review my application package into the MBA program at SFU’s Beedie School of Business. I look forward to receiving your decision.

Sincerely,

Taylor Smith

**Resume**

Taylor Smith

2329 West Mall

Vancouver, BC V6T 1Z4

T: 778-836-4342

E: [taylor.a.smith199@gmail.com](mailto:taylor.a.smith199@gmail.com)

OBJECTIVE

To gain acceptance into the Master of Business Administration (MBA) program at Simon Fraser University’s Beedie School of Business.

QUALIFICATIONS

Leadership. Time Management. Microsoft Office. Social Media. Organization. Decision Making. Labour Planning. Inventory Stock/Ordering. Data Analysis.

EDUCATION

University of British Columbia (UBC). Bachelor of Arts (BA). History Major with an English Minor.

EXPERICNCE

**Milestones Bar and Grill, Vancouver BC**

**Kitchen Manager: 2014-Present**

Daily tasks include reviewing sales and labour costs, reviewing product stock/ordering, delegating tasks throughout team members, leading team members through restaurant services, and executing menu items to meet company standards.

**Cactus Club, Vancouver BC**

**Sous Chef: 2012-2014**

Starting as a line cook I quickly grasped the demands my position expected of me. As a result, I was awarded regular promotions, which eventually brought me into a Sous Chef position. I reiterated what the Chef and Management expected of the team, and was considered a valuable leader.

**Kelowna Framing LTD., Kelowna BC**

**Framer’s Assistant: 2007-2012**

Attention to detail was an important skillset I acquired through Kelowna Framing LTD. My time here also helped me gain an appreciation for what it takes for an individual to succeed in the labour field. A strong work ethic was required of the employees here, and my dedication to do well resulted in my promotion to Framer’s Assistant.

REFERNCES

Kirsty Labeck (GM) | Milestones Bar and Grill | Email: [Klabeck@Milestones.ca](mailto:Klabeck@Milestones.ca)

Cal Sandford (Chef) | Cactus Club | Email: [Csandford@CactusClub.ca](mailto:Csandford@CactusClub.ca)

Paul Krause (Professor) | UBC | Email: [Pkrause@ubc.ca](mailto:Pkrause@ubc.ca)

**Reference Letter Request #1**

2329 West Mall

Vancouver, BC V6T 1Z4

March 26, 2019

Kirsty Labeck

Milestones Bar and Grill

2425 Cambie Street

Vancouver, BC V5Z 4M5

Subject: Reference Letter Request

Dear Kirsty Labeck,

Thank you for taking the time to review my email. I am formally writing you because I am hoping that you can accept my request to provide me with a reference letter, which I can attach to my Master of Business Administration (MBA) application package for SFU’s Beedie School of Business.

As you know, I am very dedicated academically, and have been working through my undergraduate degree in hopes of attending graduate school upon the completion of my Bachelor of Arts. Pursuing a higher education is important to me, as I hope to one day transition the skills I have acquired throughout my studies into a rewarding career in a professional environment.

I believe the extended period of time that we have worked together would provide you with an excellent knowledge of my character both professionally and personally. With you as one of my mentors at Milestones Bar and Grill, I have modelled many aspects of myself professionally through the guidance you have provided me over the years.

If you accept to provide me with a reference letter I ask that you please be honest in your description of me in your letter, as having a true representation of my character is an important factor that will be taken into account when Beedie reviews my application for the program. If you have any questions or concerns about my request please contact me via email at [taylor.a.smith199@gmail.com](mailto:taylor.a.smith199@gmail.com).

Thank you for considering my request; I look forward to hearing from you at your earliest convenience.

Sincerely,

Taylor Smith

**Reference Letter Request #2**

2329 West Mall

Vancouver, BC V6T 1Z4

March 26, 2019

Cal Sandford

Cactus Club

1085 Candada Pl.

Vancouver, BC V6C 3E1

Subject: Reference Letter Request

Dear Cal Sandford,

I hope you are doing well, Cal, I am happy to see the success Cactus Club has had over recent years, your leadership has continued to shine and has been rewarded accordingly. I am emailing you today to formally request a reference letter from you, as I hope to use your reference in my application package for SFU’s Beedie School of Business’ Master of Business Administration (MBA) program.

After the two years of working under you at Cactus Club, I gained so many great skills that have helped me transition into the position I am now in at my current place of employment. I grew as a professional cook by applying the guidance you provided me over the years, which eventually led me into the Sous Chef position you offered me not long into my time there. It is because of our close professional working relationship that makes me believe that a reference letter from you would provide Beedie School of Business with a clear understanding of my personality and character traits.

If you accept to provide me with a reference letter I ask that you please be honest in your description of me in your letter, as having a true representation of my character is an important factor that will be taken into account when Beedie reviews my application for the program. If you have any questions or concerns about my request please contact me via email at [taylor.a.smith199@gmail.com](mailto:taylor.a.smith199@gmail.com).

Thank you for considering my request; I look forward to hearing from you at your earliest convenience.

Sincerely,

Taylor Smith

**Reference Letter Request #3**

2329 West Mall

Vancouver, BC V6T 1Z4

March 26, 2019

Paul Krause

University of British Columbia

2329 West Mall

Vancouver, BC V6T 1Z4

Subject: Reference Letter Request

Dear Professor Krause,

I hope that you have been well since my time in your classes. I am reaching out to you to formally request from you a reference letter that I can use in my application package for acceptance into the Master of Business Administration (MBA) program at SFU’s Beedie School of Business.

I am hopeful that you will grant my request for a reference letter, as I feel that over the three courses I took with you we were able to build a strong relationship, which resulted in you knowing a great deal about me academically and personally. Through three courses and the span of two years you saw me grow personally, while also seeing how my academic skills sharpened through the subject matter you taught. Throughout my academic endeavours I have considered you as one of the most influential professor’s I have ever had, as your courses sparked a newfound passion in me that I did not previously know. For the reasons previously mentioned, I feel you are an excellent choice to have as a reference for my potential acceptance into graduate school.

If you accept to provide me with a reference letter I ask that you please be honest in your description of me in your letter, as having a true representation of my character is an important factor that will be taken into account when Beedie reviews my application for the program. If you have any questions or concerns about my request please contact me via email at [taylor.a.smith199@gmail.com](mailto:taylor.a.smith199@gmail.com).

Thank you for considering my request; I look forward to hearing from you at your earliest convenience.

Sincerely,

Taylor Smith