

Name of Applicant
Address
Email

Name of Employer
Employer Contact
Contact Phone Number
Employer Address

Date

Dear [Recipient],

I am writing to express my strong interest in the MBA program at [University/ Business School Name]. With my extensive professional experience in [your current job/industry], I am eager to leverage the knowledge, leadership skills, and strategic thinking abilities that your esteemed MBA program offers to advance my career further.

In my current role as [Your Current Position] at [Your Company], I have led various projects and collaborated with diverse teams. My experiences have honed my problem-solving skills, adaptability, and ability to thrive in a fast-paced environment. However, an MBA degree from [University/ Business School Name] would equip me with the necessary theoretical and practical business management acumen to move into a more strategic decision-making role.

What attracts me to your MBA program is its focus on [mention specific features of the program that attracted you; could be the faculty, course structure, case-study approach, etc.]. I am particularly interested in [specific course/subject/club] that aligns with my career aspiration of [mention your career goal]. Additionally, the culture of entrepreneurship and innovation at [University/ Business School Name] resonates with my professional values and aspirations.

My long-term goal is to rise to a leadership position, possibly a Chief Operating Officer role, where I can influence strategic decisions that drive business growth and societal impact. An MBA from [University/ Business School Name] will be a critical stepping stone to achieving this goal.

Thank you for considering my application. I am enthusiastic about the opportunity to enrich my professional competencies while contributing to the [University/ Business School Name] community.

Yours sincerely,

[Your Name]