



ROBERT H. SMITH SCHOOL OF BUSINESS

Supplemental Application Questions

All experiences should be listed *in chronological order, with your most recent experience listed first*

Employment/Internships Format

Job title, Organization/Company, Location (Time frame-time frame). Skill/knowledge point one; skill knowledge point two; skill knowledge point three (optional); skill knowledge point four (optional).

Job title 2, Organization/Company, Location (Time frame-time frame). Skill/knowledge point one; skill knowledge point two; skill knowledge point three (optional); skill knowledge point four (optional).

Leadership/Activities Format

Organization name, Title (if held position), Location (Time frame-time frame). Involvement point one; involvement point two; skill knowledge point three (optional); skill knowledge point four (optional).

Organization name, Title (if held position), Location (Time frame-time frame). Involvement point one; involvement point two; skill knowledge point three (optional); skill knowledge point four (optional).

Letters of Recommendation

You can submit a **maximum** of three letters of recommendation.

At least one letter of recommendation should be from an instructor who can speak to your academic abilities/qualities

Good people to ask are...

- Former professors, teaching assistants, job/internship supervisors, club/organization advisors, coaches, community leaders

People to avoid are...

- Personal relations (parents, family, sibling, friends)

You should secure your references *at least* a month prior to application deadline so your recommenders have time to write you a quality letter

The internal application will ask for recommender's name, title, organization and relationship to applicant. PLEASE NOTE: the recommendation letters must be sent from recommender to lep@umd.edu with applicant's name, UID (ex: 111999999), and date of birth at the top of the letter