







**PERSONAL STATEMENT**

Please attach a 200-300 word statement which includes the answers to the following questions as well as any other pertinent information

1. What do you hope to gain from earning your Retail Management Program Certificate?
2. What are your career goals in the next 5 years
3. Why do you think we should select you for participation in the Retail Management program

**REFERENCES**

Two letters of recommendation are required, if possible one letter from a professor and one letter from a manager who has supervised you. Both letters of recommendation must be received in order for your application to be complete

**TRANSCRIPT**

An up to date copy of your transcript (including your last quarter attended) must be attached to this application.

PLEASE USE THE LINES BELOW TO OFFER ADDITIONAL INFORMATION YOU FEEL WILL ENHANCE YOUR APPLICATIONS.

Return completed applications to Theresa Olson in 336B Lewis Hall  
Questions: Call Theresa Olson at 685-2755

A complete application must include the following:

1. Application form
2. Two letters of recommendation
3. Copy of transcript
4. Personal Statement