

**REMEMBER:** Save this template to your own computer by going to **File > Make A Copy**

Before working on these templates, read our [Western Ivey HBA AEO Application Guide](#), [Ivey Program Guide](#), & [Narrative Communication Approach™ Guide](#) to learn how to create unique, authentic, and memorable essays! 👍

Have questions or need help? [Connect with a coach for support.](#)

## 2024/2025 Western Ivey HBA AEO Supplementary Application Essays - Template

#	Format	Preparation	Response Time	Length
1	Awards (List)	n/a	n/a	n/a
2	Activity 1 (Written)	n/a	n/a	500 words
3	Activity 2 (Written)	n/a	n/a	500 words
4	Additional Activities (List)	n/a	n/a	n/a
5	Video	60 seconds	1m 30s	n/a
6	Video	60 seconds	1m 30s	n/a
7	Video	60 seconds	1m 30s	n/a
8	Video	60 seconds	1m 30s	n/a
9	Video	60 seconds	1m 30s	n/a

### Awards

Please list any awards you have received in the past 4 years (up to 15).

Award Title (80 characters)	Granting Institution/ Organization (100 characters)	Award Description (500 characters)	Date Received (dd/mm/yyyy)


## Top Two Activities

Consider all the extracurricular activities (community involvement, paid and/or volunteer work experience, entrepreneurial ventures), that you have been involved in during the past four years. Select TWO activities that you feel demonstrate your leadership abilities best. Focus your description on elements that demonstrate: leadership, teamwork, initiative, achievement, commitment and breadth. Each description should focus on one activity only. You must add two activities to this section to be able to submit your application.

### Activity 1 - Information

<b>Position Title</b> (225 characters)			
<b>Organization/ Association</b> (225 characters)			
<b>Activity Type</b> (choose one)	<ul style="list-style-type: none"> <li>- Athletics</li> <li>- Club/Society/Orgs</li> <li>- Community Involvement</li> <li>- Entrepreneurial Venture</li> <li>- Performing Arts</li> <li>- Student Government</li> <li>- Work Experience</li> </ul>	<b>Role</b> (choose one)	<ul style="list-style-type: none"> <li>- Leader</li> <li>- Participant</li> </ul>
<b>Hours Per Week</b> (ie 5, 1, 2 etc.)		<b>Date from</b> (dd/mm/yyyy)	
<b>Activity Frequency</b> (choose one)	<ul style="list-style-type: none"> <li>- One day commitment</li> <li>- One week commitment</li> <li>- One month commitment</li> <li>- Summer commitment</li> <li>- Full school year commitment</li> <li>- Over two year commitment</li> <li>- Other</li> </ul>	<b>Date to</b> (dd/mm/yyyy)	
<b>Reference</b> (all fields required)	<ul style="list-style-type: none"> <li>- Reference Name:</li> <li>- Reference Position:</li> <li>- Reference Email:</li> <li>- Reference Phone Number:</li> </ul>		

### Activity 1 - Description (500 words):

<b>Overarching Theme/Narrative:</b>
<b>Hook (*1-25 words)</b> Capture my attention and give me a preview of what's to come; mention the role & organization.
<ul style="list-style-type: none"><li>•</li></ul>
<b>Context (*25-50 words)</b> When & why did you become involved in this activity? What's the story behind it? What is your role and responsibility? How much time weekly/monthly/yearly have you committed to this activity or work experience?
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Catalyst (*50-100 words)</b> What happened during your time in the activity that sparked you to want to make some sort of new and special change/impact? In other words, what did you seek to do as a leader in this role, either taking initiative, starting something, changing something? What steps did you take to create that change?
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Outcome - Teamwork (*50-100 words)</b> Who did you work with on this activity to create this impact/change? How did you work with other people (be very specific)? Did you face any challenges, successes or learnings from this team or group?
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Outcome - Impact (*100-150 words)</b> What was the impact on other people with the changes that you made through the activity? What did you accomplish or achieve with the work you put in? Try to be as specific as possible, using numbers, testimonials, or any form of credibility possible.
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<b>Learning (*50-150 words)</b> What did you learn as a leader from this experience? Focus on ONE learning and don't make it basic. How will you use this learning in the initiative going forward? How do you hope to connect this to future activities in university? Wrap up the essay nicely.
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>

## Activity 2 - Information

<b>Position Title</b> (225 characters)			
<b>Organization/ Association</b> (225 characters)			
<b>Activity Type</b> (choose one)	<ul style="list-style-type: none"> <li>- Athletics</li> <li>- Club/Society/Orgs</li> <li>- Community Involvement</li> <li>- Entrepreneurial Venture</li> <li>- Performing Arts</li> <li>- Student Government</li> <li>- Work Experience</li> </ul>	<b>Role</b> (choose one)	<ul style="list-style-type: none"> <li>- Leader</li> <li>- Participant</li> </ul>
<b>Hours Per Week</b> (ie 5, 1, 2 etc.)		<b>Date from</b> (dd/mm/yyyy)	
<b>Activity Frequency</b> (choose one)	<ul style="list-style-type: none"> <li>- One day commitment</li> <li>- One week commitment</li> <li>- One month commitment</li> <li>- Summer commitment</li> <li>- Full school year commitment</li> <li>- Over two year commitment</li> <li>- Other</li> </ul>	<b>Date to</b> (dd/mm/yyyy)	
<b>Reference</b> (all fields required)	<ul style="list-style-type: none"> <li>- Reference Name:</li> <li>- Reference Position:</li> <li>- Reference Email:</li> <li>- Reference Phone Number:</li> </ul>		

## Activity 2 - Description (500 words):

<b>Hook (*1-25 words)</b> Capture my attention and give me a preview of what's to come; mention the role & organization.
<ul style="list-style-type: none"><li>•</li></ul>
<b>Context (*25-50 words)</b> When & why did you become involved in this activity? What's the story behind it? What is your role and responsibility? How much time weekly/monthly/yearly have you committed to this activity or work experience?
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Catalyst (*75-100 words)</b> What happened during your time in the activity that sparked you to want to make some sort of new and special change/impact? In other words, what did you seek to do as a leader in this role, either taking initiative, starting something, changing something? What steps did you take to create that change?
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Outcome - Teamwork (*75-100 words)</b> Who did you work with on this activity to create this impact/change? How did you work with other people (be very specific)? Did you face any challenges, successes or learnings from this team or group?
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Outcome (*100-150 words)</b> What was the impact on other people with the changes that you made through the activity? What did you accomplish or achieve with the work you put in? Try to be as specific as possible, using numbers, testimonials, or any form of credibility possible.
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<b>Learning (*50-75 words)</b> What did you learn as a leader from this experience? Focus on ONE learning and don't make it basic. How will you use this learning in the initiative going forward? How do you hope to connect this to future activities in university? Wrap up the essay nicely.
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>

## Additional Activities (Optional)

Unlike the section above, please use bullet point format for any activities added to this section. List any additional activities from the last four years not already entered in the Activities section above. Please note, this section is optional, however, you will be required to provide references for any of these additional activities as well.

Note: This section can also include paid and unpaid work experience.

### Additional Activity 1

<b>Position Title</b> (225 characters)			
<b>Organization/ Association</b> (225 characters)			
<b>Activity Type</b> (choose one)	<ul style="list-style-type: none"> <li>- Athletics</li> <li>- Club/Society/Orgs</li> <li>- Community Involvement</li> <li>- Entrepreneurial Venture</li> <li>- Performing Arts</li> <li>- Student Government</li> <li>- Work Experience</li> </ul>	<b>Role</b> (choose one)	<ul style="list-style-type: none"> <li>- Leader</li> <li>- Participant</li> </ul>
<b>Hours Per Week</b> (ie 5, 1, 2 etc.)		<b>Date from</b> (dd/mm/yyyy)	
<b>Activity Frequency</b> (choose one)	<ul style="list-style-type: none"> <li>- One day commitment</li> <li>- One week commitment</li> <li>- One month commitment</li> <li>- Summer commitment</li> <li>- Full school year commitment</li> <li>- Over two year commitment</li> <li>- Other</li> </ul>	<b>Date to</b> (dd/mm/yyyy)	
<b>Reference</b> (all fields required; see <a href="#">here</a> for more information)	<ul style="list-style-type: none"> <li>- Reference Name:</li> <li>- Reference Position:</li> <li>- Reference Email:</li> <li>- Reference Phone Number:</li> </ul>		
<b>Description</b> (we suggest up to five bullet points, similar to a résumé, but you can write in paragraph form as well)			

## Additional Activity 2

<b>Position Title</b> (225 characters)			
<b>Organization/ Association</b> (225 characters)			
<b>Activity Type</b> (choose one)	<ul style="list-style-type: none"> <li>- Athletics</li> <li>- Club/Society/Orgs</li> <li>- Community Involvement</li> <li>- Entrepreneurial Venture</li> <li>- Performing Arts</li> <li>- Student Government</li> <li>- Work Experience</li> </ul>	<b>Role</b> (choose one)	<ul style="list-style-type: none"> <li>- Leader</li> <li>- Participant</li> </ul>
<b>Hours Per Week</b> (ie 5, 1, 2 etc.)		<b>Date from</b> (dd/mm/yyyy)	
<b>Activity Frequency</b> (choose one)	<ul style="list-style-type: none"> <li>- One day commitment</li> <li>- One week commitment</li> <li>- One month commitment</li> <li>- Summer commitment</li> <li>- Full school year commitment</li> <li>- Over two year commitment</li> <li>- Other</li> </ul>	<b>Date to</b> (dd/mm/yyyy)	
<b>Reference</b> (all fields required; see <a href="#">here</a> for more information)	<ul style="list-style-type: none"> <li>- Reference Name:</li> <li>- Reference Position:</li> <li>- Reference Email:</li> <li>- Reference Phone Number:</li> </ul>		
<b>Description</b> (we suggest up to five bullet points, similar to a résumé)			

### Additional Activity 3

<b>Position Title</b> (225 characters)			
<b>Organization/ Association</b> (225 characters)			
<b>Activity Type</b> (choose one)	<ul style="list-style-type: none"> <li>- Athletics</li> <li>- Club/Society/Orgs</li> <li>- Community Involvement</li> <li>- Entrepreneurial Venture</li> <li>- Performing Arts</li> <li>- Student Government</li> <li>- Work Experience</li> </ul>	<b>Role</b> (choose one)	<ul style="list-style-type: none"> <li>- Leader</li> <li>- Participant</li> </ul>
<b>Hours Per Week</b> (ie 5, 1, 2 etc.)		<b>Date from</b> (dd/mm/yyyy)	
<b>Activity Frequency</b> (choose one)	<ul style="list-style-type: none"> <li>- One day commitment</li> <li>- One week commitment</li> <li>- One month commitment</li> <li>- Summer commitment</li> <li>- Full school year commitment</li> <li>- Over two year commitment</li> <li>- Other</li> </ul>	<b>Date to</b> (dd/mm/yyyy)	
<b>Reference</b> (all fields required; see <a href="#">here</a> for more information)	<ul style="list-style-type: none"> <li>- Reference Name:</li> <li>- Reference Position:</li> <li>- Reference Email:</li> <li>- Reference Phone Number:</li> </ul>		
<b>Description</b> (we suggest up to five bullet points, similar to a résumé, but you can write in paragraph form as well)			



## Additional Activity 4

<b>Position Title</b> (225 characters)			
<b>Organization/ Association</b> (225 characters)			
<b>Activity Type</b> (choose one)	<ul style="list-style-type: none"> <li>- Athletics</li> <li>- Club/Society/Orgs</li> <li>- Community Involvement</li> <li>- Entrepreneurial Venture</li> <li>- Performing Arts</li> <li>- Student Government</li> <li>- Work Experience</li> </ul>	<b>Role</b> (choose one)	<ul style="list-style-type: none"> <li>- Leader</li> <li>- Participant</li> </ul>
<b>Hours Per Week</b> (ie 5, 1, 2 etc.)		<b>Date from</b> (dd/mm/yyyy)	
<b>Activity Frequency</b> (choose one)	<ul style="list-style-type: none"> <li>- One day commitment</li> <li>- One week commitment</li> <li>- One month commitment</li> <li>- Summer commitment</li> <li>- Full school year commitment</li> <li>- Over two year commitment</li> <li>- Other</li> </ul>	<b>Date to</b> (dd/mm/yyyy)	
<b>Reference</b> (all fields required; see <a href="#">here</a> for more information)	<ul style="list-style-type: none"> <li>- Reference Name:</li> <li>- Reference Position:</li> <li>- Reference Email:</li> <li>- Reference Phone Number:</li> </ul>		
<b>Description</b> (we suggest up to five bullet points, similar to a résumé, but you can write in paragraph form as well)			

## Additional Activity 5

<b>Position Title</b> (225 characters)			
<b>Organization/ Association</b> (225 characters)			
<b>Activity Type</b> (choose one)	<ul style="list-style-type: none"> <li>- Athletics</li> <li>- Club/Society/Orgs</li> <li>- Community Involvement</li> <li>- Entrepreneurial Venture</li> <li>- Performing Arts</li> <li>- Student Government</li> <li>- Work Experience</li> </ul>	<b>Role</b> (choose one)	<ul style="list-style-type: none"> <li>- Leader</li> <li>- Participant</li> </ul>
<b>Hours Per Week</b> (ie 5, 1, 2 etc.)		<b>Date from</b> (dd/mm/yyyy)	
<b>Activity Frequency</b> (choose one)	<ul style="list-style-type: none"> <li>- One day commitment</li> <li>- One week commitment</li> <li>- One month commitment</li> <li>- Summer commitment</li> <li>- Full school year commitment</li> <li>- Over two year commitment</li> <li>- Other</li> </ul>	<b>Date to</b> (dd/mm/yyyy)	
<b>Reference</b> (all fields required; see <a href="#">here</a> for more information)	<ul style="list-style-type: none"> <li>- Reference Name:</li> <li>- Reference Position:</li> <li>- Reference Email:</li> <li>- Reference Phone Number:</li> </ul>		
<b>Description</b> (we suggest up to five bullet points, similar to a résumé, but you can write in paragraph form as well)			

## [Video Interview](#)

Students are required to submit answers to five live video interview questions. For more information about the questions to expect, and how to prepare, please work with your coach.

## Identity Supplemental (Optional)

We understand that identity and sense of belonging are connected. Is there anything you would like to share about your lived experience and the identity you have shared with us that could better increase your sense of belonging in the Ivey community? (500 words)

<b>Overarching Theme/Narrative:</b>
<b>Context</b> Context about your identity and background
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Catalyst</b> How this has impacted your lived experience (ideally one major lived experience)
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Outcome</b> The outcome of that lived experience on you as a person
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>
<b>Reflection</b> How this has changed your mindset and how could it better increase your sense of belonging in the Ivey community
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>