

## **Aalto Executive MBA Program**

### LETTER OF RECOMMENDATION (confidential)

#### **To the applicant:**

Ask the referee to complete this form, place it in an envelope, seal the envelope, sign across the seal and return it to you. The referee can also send the form directly to Aalto Executive Education Academy Pte Ltd (Singapore).

#### **To the referee:**

The person named below is applying to the Aalto Executive MBA Program. By answering the following questions, you will assist the Admissions Committee in their final decisions. After completing this form place it in an envelope, seal the envelope, sign across the seal and return it to the applicant, or send it directly to: **Aalto Executive Education Academy Pte Ltd - 25 North Bridge Road, EFG Bank Building, Unit 02-01, Singapore 179104**. Alternatively, you may email the Recommendation letter to [application@aaltoee.sg](mailto:application@aaltoee.sg). This recommendation is a required part of the application process and a prompt return is important. We appreciate your assistance.

**Applicant's name**

**How long and in what capacity have you known the applicant?**

**When did you last have regular contact with the applicant?**

**Describe the applicant's strengths and weaknesses**

**Describe any task, project or other situation in which the applicant demonstrated his or her potential as a manager**

**Are there any personal circumstances, which might affect the applicant's performance in an intensive and demanding Executive MBA Program?**

Exceptional Top 5%	Excellent Top 15%	Good Top 25%	Average	Not known
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Potential to be a successful manager

Emotional maturity and stability

Initiative

Analytical capacity

Perseverance and motivation

Intellectual capacity

Creativity / innovative approach

Ability to work with others

Verbal communication skills

Written communication skills

Planning skills / time management

Practical orientation

Technical competence

Capacity to work effectively without guidance

Self-confidence

Overall assessment

Date (dd/mm/yy)

Signature

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PLEASE ENCLOSE YOUR BUSINESS CARD.

If you are sending this letter directly to us, please use the following address:

**Aalto Executive Education Academy Pte Ltd**  
**25 North Bridge Road**  
**EFG Bank Building, Unit 02-01,**  
**Singapore 179104**

If you are sending this letter via email, please use the following address: [\*\*application@aaltoee.sg\*\*](mailto:application@aaltoee.sg)