



**School of Management**

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**LETTER OF RECOMMENDATION  
for the MBA Program Applicants**

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**Applicant's:**

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(Last Name)

(First)

(Middle)

is applying for admission to the MBA Program at School of Management. Your candid assessment of the applicant will assist the Admissions Committee during the selection process. The most helpful recommendations are those that present a balanced view and give detailed descriptions of an applicant's abilities.

You may attach additional sheets if necessary. Please return all materials to the applicant in a sealed envelope. We thank you in advance for your considerable time and effort.

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**Recommender's:**

Name: 

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(Last)

(First)

(Middle)

Position or Title: 

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Organization: 

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Address for Correspondence: Home  Business

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Telephone Number: 

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 (area code) E-mail: 

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Recommender's signature: 

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Date: 

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(Day / Month / Year)

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How long have you known the applicant? 

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In what capacity have you known the applicant? Please be specific.

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What do you consider the applicant's most outstanding capabilities and characteristics?

What do you consider the applicant's most noticeable weaknesses or developmental needs?

Please give us your appraisal of the applicant in terms of qualities listed below (check in the appropriate column). To what reference group (e.g., student, employee) are you comparing the applicant?

	<b>Outstanding</b> Top 5%	<b>Excellent</b> Top 15%	<b>Good</b> Top 1/3	<b>Average</b> Middle 1/3	<b>Below</b> <b>Average</b> Bottom 1/3	<b>Unable</b> <b>to judge</b>
Analytical/Quantitative ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation/Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills with superiors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for career advancement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please feel free to comment on your ratings, and provide the any additional information which you believe would be helpful in considering the applicant's admission to the Graduate Programs.