

PERSONAL RECOMMENDATION LETTER

Applicant Name and Optional Waiver

Name of Applicant:

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**To Applicant:** Read the following statement and, if you choose, sign where indicated. *"I understand that the completed recommendation will be used only for admission, and I hereby waive my right to access it."*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommender Instructions:

Thank you for providing a personal recommendation on behalf of the above-named candidate. The admissions procedure for the Executive MBA Program requires that each recommendation be forwarded directly to the program by its author. If the applicant has signed the above waiver, the evaluation is confidential; otherwise the applicant may have access to it once enrolled in the program.

**Please use your own stationery and return both a formal letter of recommendation and this completed and signed form to the EMBA office. Your prompt attention is appreciated.**

The admissions committee would appreciate your true evaluation of the applicant's qualifications for the Executive MBA program. We would especially appreciate your remarks on the following:

1. Your relationship to the applicant and how long you have known him or her.
2. Your perception of how the applicant is viewed by his or her peers, subordinates and superiors.
3. Your perception of the candidate's major areas of strength.
4. Your perception of skills or knowledge the candidate could develop more fully.
5. Your perception of the candidate's experience as a leader and potential to advance to higher positions of responsibility and authority.

**RECOMMENDATION STATEMENT**

*(To be completed by the recommender)*

Recommender Name \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_ Country \_\_\_\_\_

Business Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Using the chart below, please rate the applicant relative to other MBAs or individuals you have known in a similar capacity.

	OUTSTANDING (Top 2%)	EXCELLENT (Top 10%)	GOOD (Top 25%)	AVERAGE (Top 50%)	WEAK (Lower 50%)	UNABLE TO RATE (N/A)
Leadership						
Maturity/Emotional Intelligence						
Motivation and Initiative						
Analytical Skills/Intellectual Ability						
Professionalism						
Ability to Work with Others/Team Skills						
Creativity						
Oral Communication Skills						
Written Communication Skills						
Time Management Skills						
Personal Integrity						
Sense of Humor						

Statement of Integrity: By signing below, I affirm that I personally wrote the attached letter of recommendation and am willing to be contacted for verification.

Recommender Signature \_\_\_\_\_ DATE \_\_\_\_\_

Return forms to:  
UNLV Executive MBA Program  
4505 S. Maryland Parkway, Box 456018  
Las Vegas, Nevada 89154-6018  
Email: [Nikkole.Liesse@unlv.edu](mailto:Nikkole.Liesse@unlv.edu) Fax: 702.895.4664