

ESSEC

MBA

INTERNATIONAL
LUXURY BRAND
MANAGEMENT

LETTERS OF RECOMMENDATION

Your referees should be individuals who will be able to relate specific and relevant details about your academic and professional performance at least. Two recommendations should be filled out by past or present employers, the third by a university professor or if not possible by past employer. The reference forms are included in the application package. Fill the top portion and send forms to your referees. Ask the referees to send the forms back to you in a regular sealed envelope. When you receive the sealed envelopes back from the referees, DO NOT OPEN THEM, but include them in the application. To speed up the admission process, you may ask your referees to send us the recommendations directly, or fax or e-mail them directly from their office. Please notify the admissions office if you decide to use this procedure.

PERSONAL RECOMMENDATION

Candidate : Please fill in your name and date of birth, and forward to the person who will write the recommendation along with the recommendation envelope. Ask your referee to return the recommendation form to you in the sealed and signed envelope. Do not open the envelope but return it with the application file.

CANDIDATE'S LAST NAME _____ **FIRST NAME** (Given Name) _____

Date of Birth : DAY _____ MONTH _____ YEAR _____

NOTE TO REFEREE : This person has applied for admission to ESSEC MBA. We would appreciate your providing us with an honest assessment of the candidate. Please return the form to the candidate in the envelope provided, signing it across the seal. Thank you for enclosing your daytime telephone number and business card should it be necessary to contact you to discuss this recommendation further. You may fill out question 2 and answer questions 1, 3 to 5 on a separate sheet of paper. Please use black ink if your answers are handwritten.

You may also send us this recommendation form directly by FAX to 33 (0) 1 34 43 32 20.

1. How long have you known the candidate? In what context?

2. Please rate the candidate on the following criteria :

	Outstanding (top 5 %)	Excellent (top 15 %)	Good (top 1/3)	Average (middle 1/3)	Poor (bottom 1/3)	No information
Intellectual ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Analytical ability	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Imagination and creativity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Determination to pursue an objective	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interpersonal skills in team work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ability in oral expression	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ability in written expression	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RECOMMENDATION FOR (Candidate's Name) _____

3. What do you consider to be the candidate's major strengths?

4. What are the candidate's major weaknesses?

5. Would you recommend the candidate's admission to a demanding post-graduate course in business administration?

Name of Referee _____

Company/University _____

Position and responsibility _____

Address _____

Telephone _____ Fax _____

Date _____ Signature _____