

Guidelines for Letters of Recommendation

The MBA Graduate Programs Office finds recommendations which present a balanced view of an applicant's abilities and attributes helpful. Specific comments about significant attributes are more useful than general statements. Please have your recommenders be as candid as possible.

The following questions are included only as guidelines. Recommenders may feel free to expand on the following:

Under what circumstances did you know the applicant?
Please comment on the applicant's academic preparation and abilities (both positive and negative) and their demonstrated and/or potential managerial and leadership abilities.

Additionally, please comment on the following areas of the applicant:

- 1) intellectual ability
- 2) maturity
- 3) leadership potential
- 4) ability to get along with others
- 5) written and oral skills
- 6) creativity/imagination
- 7) self-confidence

IMPORTANT NOTE TO APPLICANT:

Please return the letters in sealed envelopes with the recommenders' signatures across the seal on the flap. Sealed and signed envelopes are considered "Confidential" letters of recommendation, therefore, an applicant's right to view said letter is waived.

Letters must be on letterhead (plain paper is not acceptable) and include full contact information of the recommenders (i.e. phone, email, title, physical address).

Please make your recommenders aware that complete information addressing the above questions are a greater benefit to your application package.