

# LETTER OF RECOMMENDATION

MASTER IN MANAGEMENT PROGRAM: FALL .....

***To the Applicant***

Print or type your name below. Give this form to your employer, faculty member, or someone qualified to comment on your professional and/or academic performance. A personal letter of reference from a family friend or co-worker carries less weight. The recommender must enclose the evaluation in the envelope provided, sign across the seal, and return it to you for inclusion in your application.

Name: .....  
Last First

I hereby waive my right to inspect, review, and have access to this evaluation, when completed in connection with my application to the Clermont Graduate School of Management.

Signature of Applicant:

***To the Recommender***

The person whose name appears above is applying to the Masters program at the Clermont Graduate School of Management. A candid and detailed assessment from the recommenders selected by the candidate greatly assists the Admission Committee in its review of the application. We would like to have your comments regarding the applicant's aptitude for graduate work and his/her potential as a leader and manager. This form is provided for your convenience only, and we welcome your comments in whatever form you consider appropriate. We appreciate the time and effort on your part to evaluate the applicant. Please note that your comments will be held in confidence if the applicant has signed the above waiver statement.

1. How long have you know the applicant, and under what circumstances?
  
2. In making your evaluation of this candidate, with what reference group are you making your comparison?
  
3. What are the applicant's talents or strengths compared to his/her peers?
  
4. In what areas could the applicant improve?

- I strongly recommend this applicant for admission.
- I recommend this applicant for admission.
- I recommend with reservations that this applicant be admitted.
- I do not recommend this applicant for admission.

Name : .....

Position / Title : .....

Organization : .....

Mailing Address : .....

.....

Signature:

Date ..... / ..... / .....

Please return this form in a signed, sealed envelope to the applicant.

Thank you for the time and the consideration of the applicant you have given in responding to this form. The information you provided about this applicant will assist us in the evaluation of his/her application to the Masters program at the Clermont Graduate School of Management.