

Letter of Recommendation

CONFIDENTIAL

Candidate's Name _____
(print or type) (Last, First, Middle)

To the Candidate:

Under the 1974 Family Educational Rights and Privacy Act the candidate named above will have access to the information in this document unless he/she has waived this right.

This letter of recommendation will not be disclosed to the candidate and will be available only to those involved in our admissions process. This letter of recommendation will be destroyed when it is no longer needed for admission purposes and will not become part of a permanent record should the candidate decide to enroll in the EMBA program.

I have read the above information and hereby waive my right of access to this document.

Signature _____ Date _____

To the person making this recommendation:

The person whose name appears above has applied for admission to the Executive MBA Program at Loyola Marymount University. Please answer the questions below in as specific and candid a manner as possible, particularly noting maturity, purposefulness, and initiative. When complete, mail your recommendation to EMBA Admissions using the postage-paid envelope provided.

Name of the individual
completing this form (print or type) _____

Position/Title _____ Phone Number () _____

Organization _____

Address _____

Your comments will be an important factor in the admission decision.

• How long have you known the candidate? _____
Years Months

• Under what circumstances have you known the candidate?

• What do you consider the candidate's most outstanding talents or characteristics?

Use envelope provided and send to:

EMBA Admissions
Center for Executive Learning
Loyola Marymount University
1 LMU Drive, MS 8386
Los Angeles, CA 90045-2659

toll free: (877) LMU-8585
fax: (310) 338-1890
e-mail: emba@lmu.edu

Letter of Recommendation (continued)

- To what extent does the candidate demonstrate originality and independence in thinking?
Where have you observed this?

- How will graduate education in management help the candidate to realize his or her goals?

- The Admissions Committee would appreciate any statement you may wish to make concerning the candidate's leadership abilities.

- In comparison with other candidates for graduate school in management that you have known, how would you rate the candidate with respect to the following qualities:

	Below Average Bottom 1/3	Average Middle 1/3	Good Top 1/3	Unusually Good Top 15%	Outstanding Top 5%	Truly Exceptional Top 2%	Inadequate Opportunity to Observe
Intellectual Ability							
Maturity							
Leadership Potential							
Interpersonal Skills							
Written Skills							
Oral Skills							
Teamwork							

- I Strongly recommend
 Recommend
 Recommend with some reservation
 Do not recommend

this candidate for admission to the LMU Executive MBA Program.

Signature _____ Date _____