

**Letter of Recommendation for Candidates in Master of Science or Master in Management Programmes**

**Name:**

**Position:**

**Company/ University or School:**

**Address:**

**Phone:**

**Email:**

**Name of Candidate:**

**Email address of Candidate:**

**Candidate’s Chosen Programme:**

**Candidate’s Date of Birth:**

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| EDHEC Business School would like to thank you for the time you are taking to write on behalf of this candidate who is applying to one of our programmes. These programmes are intended for students who display distinguished academic excellence, strong analytical skills, interpersonal competencies, international awareness; proven motivation to undertake the programme, capacity to make significant contributions to EDHEC Business School’s learning environment, and the potential to succeed as professionals, managers and leaders in the related field of study.  **IMPORTANT: You can choose to send a free letter of recommendation instead of following this template. The letter should be signed, stamped and on the letterhead paper of your Company or University/School.**  When completed, sign, stamp, scan and send this form directly to: [international.admissions@edhec.edu](mailto:international.admissions@edhec.edu)  Please note that only emails from professional accounts will be accepted.  Letters of recommendation sent from personal accounts such as yahoo, gmail, hotmail, etc. will not be considered. |

**Evaluations**

Please write a short candid description of the candidate. We are particularly interested in the candidate’s strengths, weaknesses and characteristics that would help the Selection Committee judge the candidate’s aptitude to succeed in the programme. Specific examples are more useful than generalisations.

1. **Please describe the candidate’s potential for becoming a responsible and successful manager in international business compared with other students or employees whom you have known in a similar capacity.**

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1. **How would you characterize the candidate’s major strengths?**

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1. **What do you consider to be his or her major weaknesses?**

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1. **How would you evaluate the candidate’s motivation, initiative and drive? Please give examples.**

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1. **How do you see the candidate’s career progressing over the next five years?**

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1. **Are there other issues you think the Admissions Office should consider in assessing this candidate’s suitability for the chosen MSc programme(s).**

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**Please give your impression of the candidate in the chart below.**

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| --- | --- | --- | --- | --- | --- | --- |
|  | Top 2 % = Exceptional | Top 10% =  Very Good | Top 25% = Good | Top 50% = Average | Bottom 50% = Unsatisfactory | unobserved |
| Academic ability |  |  |  |  |  |  |
| Competence in his/her field |  |  |  |  |  |  |
| Professionalism |  |  |  |  |  |  |
| Focus on task at hand |  |  |  |  |  |  |
| Motivation |  |  |  |  |  |  |
| Intellectual curiosity |  |  |  |  |  |  |
| Entrepreneurial spirit/ initiative |  |  |  |  |  |  |
| Creativity and innovative thinking |  |  |  |  |  |  |
| Teamwork ability |  |  |  |  |  |  |
| Organisational ability |  |  |  |  |  |  |
| Oral English communication skills |  |  |  |  |  |  |
| Written English communication skills |  |  |  |  |  |  |
| Capacity to reason and present arguments logically |  |  |  |  |  |  |

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Signature Date Official Stamp

**NB: Referees may continue their answers on separate sheets of paper if needed.**