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Business School Recommendation Letter

How long have you known the applicant? In what context? How often do you interact?

I met Mr. XXXX when he joined our public relations department in 2011. Since then, I have interacted with him every week. I see Mr. XXXX as being a very reliable and hardworking member of our PR team.

What are the applicant's greatest strengths?

During his time at the German School Shanghai, Mr. XXXX has consistently demonstrated a strong work ethic. His greatest strength is his communication skills. He is one of our staff's most valued contributors to the school's various marketing channels and a strong motivator for our school's parents, teachers and students when they have to contribute to the school's website and yearbook. When these contributors have conflicting ideas, Mr. XXXX is able to align their ideas with the school's guidelines and resolve problematic situations even under pressure with a sense of humor.

Discuss areas where the applicant could improve.

Mr. XXXX has contributed many thoughtful suggestions to improve the school's website and communicate with various target groups. In meetings and discussions with him and his supervisor, I have been impressed by his clear mind, analytic ability and communication skills. It has been exciting to watch his personal and professional development. His contribution to project teams has always been outstanding. While he has shown leadership skills, there is still room for improvement in this area. In my mind, the MBA program is the perfect place for him to improve his leadership abilities.

Evaluate the applicant's interpersonal and teamwork skills, including his or her ability to work with peers, subordinates and supervisors and comment on the applicant's leadership abilities.

As I mentioned above, when it comes to communications, our school's parents, teachers and students often seek Mr. XXXX advice and support and he is always there for them. I can see that he feels comfortable in this role. Combining his communication abilities with his excellent organization skills, which he has shown extensively during his job in the public relations department, and with his overall work effort aimed at creating an efficient and open working atmosphere, Mr. XXXX has developed exceptional teamwork skills. When dealing with his supervisors and peers, he always stays solution-oriented and works with enthusiasm. I am sure that Mr. XXXX has the potential to succeed in a managerial role.

Comment on the personal motivation and initiative of the applicant.

Mr. XXXX always demonstrates an incredible initiative and strong dedication at work. For example, we were considering a new short message system to inform our parents of urgent situations. It was Mr. XXXX who did the research for the best solution and who pushed the development along.

In your opinion, has the applicant given careful consideration to his or her plans for entry into the MBA programme?

Mr. XXXX has been interested in earning an MBA for some time now, as we first discussed this topic in June 2014. I support his decision as a logical and coherent next step in his career. From our conversations, I have the strong impression that Mr. XXXX is very clear in his decision and that he will be a committed and dedicated student.

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