



Framingham State University

Graduate and Continuing Education
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The Framingham MBA Letter of Recommendation

TO THE APPLICANT

Please type (or print in ink) the information requested below, sign the form, and give it to a person well acquainted with your academic and/or professional abilities who has agreed to recommend you for admission to the Framingham MBA.

Legal Name:

Last/Surname

First

Middle

This recommendation is to be: (Applicant must check one.)

- I waive the right provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) to view this letter of recommendation in my file at Framingham State University.
- I do not wish to waive this right. Rather, I wish to retain the right to view this letter in my file at Framingham State University.

Signature of Applicant:

Date:

TO THE RECOMMENDER

Thank you for providing a recommendation for the applicant named above. We value your candid and thoughtful assessment of the applicant. Your comments will be reviewed only by persons involved in the admissions process.

Please attach a separate letter of recommendation on your own letterhead or stationery. We ask that your recommendation include answers to the following questions, and invite you to provide other pertinent information:

1. How long and in what capacity have you known the applicant?
2. What characteristics has the applicant demonstrated which indicate to you that he or she will be successful in graduate school? Where applicable, describe situations in which these characteristics have been demonstrated.
3. Please comment on the applicant's strengths, as well as areas in which the applicant still needs to develop.

Based on your experience, please rate the applicant in the following areas:

	Outstanding	Average	Below Average	Unknown
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to accept constructive feedback and learn from it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to consider others' viewpoints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to solve problems creatively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scholarship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. In summary I... enthusiastically recommend recommend recommend with reservations do not recommend this applicant

5. Please return the signed form to the Division of Graduate and Continuing Education, Framingham State University, at the above address.

Signature:

Date:

Telephone:

Type or print name:

Title:

Organization and Address: