

Dual Degree Executive MBA in Asset and Wealth Management

CONFIDENTIAL LETTER OF RECOMMENDATION

(Please print or type all sections)

Applicant's Full Name

Title	<input type="text"/>	Last name	<input type="text"/>	First name	<input type="text"/>	Middle name	<input type="text"/>
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Note to applicant: Please enter your name above before giving this form to the person who will write your recommendation. Ask your recommender to return this confidential letter of recommendation directly to either Tepper School of Business or the Swiss Finance Institute.

Note to recommender: The purpose of this Executive Master of Business Administration program is to provide an opportunity for experienced, fast-rising professionals to strengthen their business knowledge, deepen their management and leadership skills, and broaden their views in an international environment. It would be very helpful to the Admissions Committee if you could give us your candid appraisal of the applicant. The information you provide will be strictly confidential. We shall not release information contained in this recommendation to the applicant. We greatly appreciate the considerable time and effort involved on your part completing this form. Thank you.

Waiver Statement/Family Education Rights and Privacy Act of 1974

Under the provision of this Act you have the right, after you are enrolled at Carnegie Mellon University, to review your educational records. The Act further provides that you may waive your right to see recommendations for admission. Please indicate below whether or not you wish to waive this right by checking next to the appropriate phrase and signing your name.

- ☐ I, the applicant waive ☐ I, the applicant do not waive any rights of access that I may have to this recommendation form.

How long have you known the applicant and in what capacity?

What do you consider to be the applicant's talents or strengths?

What do you consider to be the applicant's weaknesses or opportunities for improvement?

Please give us your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with other persons of his/ her experience level.

	Below average	Average	Above average	Exceptional	Not observed
Business orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competence in his/ her field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual curiosity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision/broad business perspective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proven leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English language skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the ratings you have assigned above and make any additional statement about the applicant's record, or about potential or personal qualities which you believe would be helpful to the Admissions Committee. If possible, please describe any situations or incidents that would depict the applicant's future potential.

Recommender's Details and Signature

Title	<input type="text"/>	Last name	<input type="text"/>	First name	<input type="text"/>	Middle name	<input type="text"/>
Current job title	<input type="text"/>						
Company name	<input type="text"/>						
Company address 1	<input type="text"/>			Company address 2	<input type="text"/>		
City	<input type="text"/>	State or country	<input type="text"/>	Zip code	<input type="text"/>		
Direct telephone number	<input type="text"/>	Main telephone number	<input type="text"/>	Business fax number	<input type="text"/>		
Business mobile number	<input type="text"/>	Business email	<input type="text"/>				
Parent company name	<input type="text"/>						
Parent company addr 1	<input type="text"/>			Parent company addr 2	<input type="text"/>		
City	<input type="text"/>	State or country	<input type="text"/>	Zip code	<input type="text"/>		
Signature	<input type="text"/>				Date	<input type="text"/>	

Your recommendation is considered part of the applicant's application. Thank you again for your assistance.

Please send this form in a sealed envelope to either:

Director of Admissions
Tepper School of Business
Carnegie Mellon University
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Pittsburgh, PA 15213-3890
Phone: +1 412 268 23 04
Email: Exec-Director@andrew.cmu.edu

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