



Graduate Business Programs

LETTER OF RECOMMENDATION

It is the applicant's responsibility to see that this letter of recommendation form has been submitted by (1) a university/college administrator or professor, or (2) a professional/employer.

Name of Applicant _____

Name of Person Providing Reference _____

Position or Title _____

I request that this reference be:

Confidential (open only to Graduate Program)

Open* (I may review it)

Applicant's Signature _____

* "Open" references may be reviewed by the applicant. If you choose an open reference, please be aware that some individuals may be reluctant to complete it and may not be as candid or helpful in their assessment. "Confidential" references may not be reviewed by the applicant.

What has been your relationship with the applicant? _____

How long have you known the applicant? _____

FOR EACH OF THE TRAITS LISTED BELOW, PLEASE RATE THE APPLICANT:

Table with 4 columns: SUPERIOR, ABOVE AVERAGE, AVERAGE OR BELOW, NO BASIS FOR JUDGMENT. Rows include Intellectual ability, Oral Expression, Written Expression, Initiative, Assertiveness, Empathy, Creativity.

What do you consider to be the applicant's most outstanding traits?

In what areas of personal development could the applicant most benefit by additional growth?

Lipscomb University seeks to provide an academically excellent business education in an environment which recognizes Christian values and encourages adherence to the highest moral and ethical standards. In your best judgement, what is the applicant's reputation as to character, honesty and integrity?

How would you rate the applicant's ability in comparison with others whom you have known at comparable stages of their careers?

Outstanding (top 5%)
 Avg.

Unusual (among best 10%)
 Below Avg.

Good (among best 25%)
 Unable to Estimate

The Admissions Committee would appreciate any additional statement you may wish to make concerning the applicant. Please attach additional pages as you may deem appropriate.

What is your recommendation that this applicant be admitted to a Graduate Business program at Lipscomb University?

Strongly recommend Recommend Recommend with reservation Do not recommend

Signature _____ Date _____

Name _____ Title _____

Business Address _____

City/State/Zip _____

Phone _____ Email Address _____