

Recommendation Letter for MBA Admission

A **recommendation letter for MBA admission** is a formal document written by a professor, employer, or professional mentor that highlights an applicant's skills, achievements, leadership qualities, and suitability for the MBA program. It serves to provide the admissions committee with insights into the candidate's professional capabilities, academic performance, and potential for success in business studies. For example, a recommendation letter might describe the applicant's exceptional project management skills and ability to work collaboratively under pressure, emphasizing both their strategic thinking and interpersonal communication, which are critical for excelling in an MBA curriculum.

Template: Recommendation Letter for MBA Admission

[Your Name]
[Your Position/Title]
[Department/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Admissions Committee
[Name of Business School/University]
[School Address]
[City, State, Zip Code]
Dear Members of the Admissions Committee,
I am pleased to write this recommendation letter for [Applicant's Name] in support of their application to the MBA program at [Business School/University Name]. As [your relation:
During [his/her/their] time at [company/university], [Applicant's Name] consistently displayed strong analytical and leadership skills. For example, [he/she/they] led a critical
In addition to [his/her/their] professional accomplishments, [Applicant's Name] demonstrates excellent interpersonal skills. [He/She/They] is respected and admired by colleagues :
I strongly endorse [Applicant's Name] for admission to your MBA program and am confident that [he/she/they] will be a valuable asset to your institution. Please feel free to cont
Sincerely,
[Your Name]
[Your Position/Title]
[Your Organization]

Example: Recommendation Letter for MBA Admission

Sarah Johnson
Senior Project Manager
ABC Tech Solutions
123 Main Street
Metropolis, NY 10001
s.johnson@abctech.com
(555) 123-4567
June 14, 2024
Admissions Committee
XYZ Business School
456 College Ave
Metropolis, NY 10001
Dear Members of the Admissions Committee,
I am delighted to recommend Michael Chen for admission to the MBA program at XYZ Business School. As Michael's direct supervisor for the past three years at ABC Tech Solutions, I
Michael led our company's largest product launch to date, overseeing a cross-functional team of 12 members. His strategic planning and ability to negotiate effectively with stake
Furthermore, Michael's interpersonal skills are exemplary. He actively mentors junior staff, fosters a collaborative work environment, and communicates with clarity, even when ha
I am confident that Michael will bring the same drive, dedication, and innovative thinking to the MBA program at XYZ Business School. Please feel free to contact me at s.johnson@
Sincerely,
Sarah Johnson
Senior Project Manager
ABC Tech Solutions