

Letter of Recommendation for Part-Time MBA Program

A **letter of recommendation for a part-time MBA program** is a formal document written by a colleague, manager, or professor that highlights the applicant's skills, achievements, and suitability for balancing work and academic commitments. Such letters typically emphasize the candidate's leadership abilities, time management, professional accomplishments, and dedication to career growth.

Template

[Your Name]
[Your Position/Title]
[Company/Organization]
[Email Address]
[Phone Number]
[Date]

Admissions Committee
[Part-Time MBA Program Name]
[University Name]
[University Address]

Dear Members of the Admissions Committee,

I am writing to strongly recommend [Applicant's Name] for admission to your esteemed part-time MBA program. As [your relationship to the applicant, e.g., Jane's direct supervisor at ABC Corporation] for the past [number] years, I have had the opportunity to witness [Applicant's First Name] demonstrate exceptional commitment, leadership capabilities, and remarkable time management skills.

One example that stands out is when [Applicant's First Name] successfully managed [specific project or responsibility] while simultaneously handling a demanding workload. [He/She/They] consistently delivered high-quality results, meeting tight deadlines, and exceeded our expectations. I have witnessed [Applicant's First Name]'s ability to effectively balance multiple responsibilities, making [him/her/them] an ideal candidate for your part-time MBA program.

In addition to [his/her/their] professional achievements, [Applicant's First Name] is known for [his/her/their] dedication to personal and career growth. [He/She/They] regularly seeks feedback, volunteers for challenging assignments, and displays a genuine enthusiasm for learning new skills.

I am confident that [Applicant's First Name] will thrive in your program and make significant contributions to the learning environment. I give [him/her/them] my highest endorsement for admission to the part-time MBA program.

Please feel free to contact me if you require additional information.

Sincerely,
[Your Name]

Example

Maria Thompson
Senior Project Manager
ABC Corporation
maria.thompson@abccorp.com
(555) 123-4567
March 20, 2024

Admissions Committee
Evening & Weekend MBA Program
XYZ University
100 University Ave, City, State ZIP

Dear Members of the Admissions Committee,

I am delighted to recommend Jane Miller for admission to your part-time MBA program. As Jane's direct supervisor at ABC Corporation for over three years, I have witnessed her outstanding project management skills and her dedication to both her team and her own professional development.

Jane continually impresses me with her ability to juggle critical project deadlines and team leadership duties, all while pursuing professional certifications on her own initiative. Her exceptional organizational skills and proactive communication have earned her the trust and respect of her colleagues and senior management alike.

I am confident that Jane's work ethic, coupled with her passion for learning and growth, make her an ideal candidate for your part-time MBA program. Without reservation, I give her my highest recommendation.

Please do not hesitate to contact me should you need further information.

Sincerely,
Maria Thompson