

## Recommendation Letter 1

### TO THE APPLICANT

Please write your name, date of birth and the MSc programme you are applying for on this form and send it to your referee. Ask your referee to return the form in a sealed envelope signed on the back flap either to you or directly to EDHEC at the address that was given to you. Place the envelope unopened with all other application materials and send it to EDHEC Business School. **The recommendation letter envelope must remain sealed to ensure confidentiality.** We advise you to provide with at least one professional and one academic recommendation letter if applicable.

FAMILY NAME
DATE OF BIRTH OF APPLICANT TO EDHEC
CONTACT DETAILS OF APPLICANT

FIRST NAME
DD/                      MM/                      YYYY/
Tel.: @:

<input type="checkbox"/> MSc IN MARKETING MANAGEMENT
<input type="checkbox"/> MSc IN ENTREPRENEURSHIP
<input type="checkbox"/> MSc IN GLOBAL BUSINESS
<input type="checkbox"/> MSc IN STRATEGY & ORGANISATION CONSULTANCY
<input type="checkbox"/> MSc IN LAW AND TAX MANAGEMENT
<input type="checkbox"/> MSc IN ARTS & NGO MANAGEMENT

<input type="checkbox"/> MSc IN FINANCE
<input type="checkbox"/> MSc IN CORPORATE FINANCE
<input type="checkbox"/> MSc IN FINANCIAL MARKETS
<input type="checkbox"/> MSc IN AUDIT & MANAGEMENT CONTROL
<input type="checkbox"/> MSc IN RISK & INVESTMENT MANAGEMENT - PART-TIME

### TO THE REFEREE

EDHEC Business School wishes to thank you for the time you are taking to write on behalf of this candidate who is applying for one of our MSc programmes. Your direct contact with the candidate allows you to provide a candid and informed opinion of his/her qualities and potential for management. Your assessment is invaluable in assisting us in selecting from a large body of well-qualified applicants those who can best benefit from and contribute to our MSc Programmes. Your recommendation is for use only in the admission process and will be held in the strictest confidentiality.

Please answer in English or in French the questions listed in this form and return it in a sealed envelope with your signature across the seal either to the applicant or directly to us by post at the address given by the candidate.

REFEREE FAMILY NAME	FIRST NAME
ORGANISATION	TITLE
HUMAN RESOURCES MANAGER	EMAIL
STREET	
TOWN	POSTAL CODE                      COUNTRY
TELEPHONE	FAX                      E-MAIL
RELATIONSHIP TO CANDIDATE: <input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> PERSONAL	
How long have you known the candidate and in what context?	OFFICIAL STAMP
SIGNATURE	DATE

### 1. How do you rate the candidate on the following qualities?

	EXCELLENT TOP 2 %	VERY GOOD TOP 10 %	GOOD TOP 25 %	AVERAGE TOP 50%	BELOW AVERAGE BOTTOM 50%	UNOBSERVED
Academic ability						
Competence in his/her field						
Professionalism						
Focus on the task at hand						
Motivation/drive						
Intellectual curiosity						
Enterprising spirit/initiative						
Creativity and innovation						
Teamwork Ability						
Organisational Ability						

Oral communication						
Written communication						
Leadership						

**2. How do you rate the candidate's potential for becoming a responsible and successful manager in international business compared with other students or employees whom you have known in a similar capacity?**

<input type="checkbox"/> EXCELLENT TOP 2 %	<input type="checkbox"/> VERY GOOD TOP 10 %	<input type="checkbox"/> GOOD TOP 25 %	<input type="checkbox"/> AVERAGE TOP 50%	<input type="checkbox"/> BELOW AVERAGE BOTTOM 50%	<input type="checkbox"/> UNOBSERVED
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**3. How would you characterise the candidate's major strengths?**

**4. What do you consider to be his or her major weaknesses?**

**5. How would you evaluate the candidate's motivation, initiative and drive? Please give examples:**

**6. How do you see the candidate's career progressing over the next five years?**

**7. Are there other issues you think the Admissions Office should consider in assessing this candidate's suitability for the chosen MSc programme?**

NB: Referees may continue their answers on separate sheets of paper if needed.

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## Recommendation Letter 2

### TO THE APPLICANT

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CONTACT DETAILS OF APPLICANT

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DD/	MM/	YYYY/
Tel.:		
@:		

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ORGANISATION		TITLE	
HUMAN RESOURCES MANAGER		EMAIL	
STREET			
TOWN		POSTAL CODE	COUNTRY
TELEPHONE	FAX	E-MAIL	
RELATIONSHIP TO CANDIDATE: <input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> EDUCATIONAL <input type="checkbox"/> PERSONAL			
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