

# Business School Recommendation Letter

How long have you known the applicant? In what context? How often do you interact?

Mr. XXXX joined our public relations department in 2011. Since then I have known him and we have been interacting with each other every week. I got to know Mr. XXXX as a very reliable and hardworking member of the PR-team.

What are the applicants greatest strengths?

During his time at the German School Shanghai, Mr. XXXX has been consistently demonstrating strong work ethic, but his greatest strength are his communication skills. Not only is he one of our staff's best contributors to the school's various marketing channels, but also is he a strong motivator for our school's parents, teachers and students when they themselves have to contribute to the school's website or yearbook. Moreover when these contributors have different ideas about the same topic, Mr. Pellegrino often aligns their ideas with the school's guidelines and solves reliably these problematic situations even under pressure and if appropriate with a sense of humor.

Discuss areas where the applicant could improve.

Mr. XXXX has been contributing an eminent amount of thoughtful considerations to improve the school's website communication with different target groups. In meetings and discussions with him and his supervisor he has been impressing me with his clear mind, analytic and communication skills. During the course of his employment it has been exciting to watch his personal and professional development. His contribution to project teams has always been outstanding. He has shown leadership skills though there is clearly room for improvement. To my mind the MBA program is the very next step for him to improve his abilities and become a successful leader.

Evaluate the applicant's interpersonal and teamwork skills, including his or her ability to work with peers, subordinates and supervisors and comment on the applicant's leadership abilities.

As I mentioned before, when it comes to communications many of our school's parents, teachers and students seek his advice and support and Mr. XXXX is always there for them. I can see that he feels comfortable in this role. Combining his communication abilities with his excellent organization skills, which he has been showing extensively during his job in the public relations department, and with his overall work effort aimed to create an efficient and open working atmosphere, Mr. XXXX developed exceptional teamwork skills. When dealing with his supervisors like me or peers, he always stays solution-oriented and works with enthusiasm at his tasks. I am sure that Mr. XXXX has the potential to fulfill a managerial position.

Comment on personal motivation and initiative of the applicant.

Mr. XXXX always demonstrates an incredible initiative and a strong dedication at work. For example the consideration of a new short message system to inform our parents in urgent situations. It was Mr. XXXX who started to research for the best solution and who pushed the development at the first place.

In your opinion, has the applicant given careful consideration to his or her plans for entry into the MBA programme?

Mr. XXXX has been interested in obtaining an MBA degree for some time now, we first talked about this topic in June 2014. As I know about his abilities and further improvement I support his consideration as a consequent and coherent step in his career. In our conversations I got the strong impression that Mr. Pellegrino is very clear in his decision and that he will be a committed and dedicated student.

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