

# MCLA

## Letter of Recommendation for the Professional MBA Program

### To the Applicant:

Please complete and sign the section below prior to requesting a recommendation. You should select individuals who are well acquainted with your professional and academic abilities. Three letters of recommendation are required. At least one of the letters should be from your current employer, if applicable.

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

\_\_\_\_\_

### Under the Provision of the Family Educational Rights and Privacy Act

- I waive my right of access to this recommendation
- I do not waive my right of access to this recommendation

Signature of Applicant: \_\_\_\_\_

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### To the Recommender:

In addition to the information below, please provide comments regarding the applicant's potential to succeed in this program and the basis for your assessment. **Please provide your comments in a separate letter.**

We are particularly interested in the applicant's preparation for and ability to undertake graduate study, to speak and write clearly, to work with others, as well as possess intellectual curiosity and analytical skills. Your candid evaluation will be of assistance to the admission committee. Thank you for your willingness to spend time and effort completing this form.

Name of Recommender: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Organization/Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please mail this completed form to:**

Division of Graduate and Continuing Education  
Massachusetts College of Liberal Arts  
375 Church Street  
North Adams, MA 01247

and

**Please email your recommendation to:**

pmba@mcla.edu