

ATHABASCA UNIVERSITY MBA BUSINESS REFERENCE LETTER GUIDELINES

We appreciate your assistance in our admissions process by providing us with your candid assessment of the applicant, whom you should know well enough to evaluate fairly and accurately. References should be professional and comment on the individual's proven depth and breadth of management skills and ability to undertake graduate-level studies successfully.

References from relatives cannot be accepted. Letters must be signed and dated by referees.

PART I - IDENTIFYING INFORMATION

Please make sure to include the following information in your reference letter:

- The applicant's name, title, and company name
- Your name and title
- Your company name, address, telephone number (preferably on letterhead), and email address (optional)

PART II - REFERENCE CONTENT

Kindly address the following points/questions in your letter and add any observations or comments that you think are relevant to this applicant's goal to obtain a graduate business degree.

- How long have you known the applicant, and in what capacity?
- Describe the applicant's strengths and weaknesses concerning:
 - managerial experiences and skills
 - intellectual capabilities (e.g., original and critical thinking, analytical skills, conceptualization and problem-solving)
 - oral and written communication skills
- In your opinion, how would this program improve the applicant's career or professional opportunities?

Signed letters may be submitted via email to fbgradenrol@athabascau.ca