

推荐信Letter of Recommendation

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被推荐人姓名Applicant’ s Name

被推荐人职务Applicant’ s Position

_____同学正在申请攻读我校工商管理硕士（MBA），需要您为他提供推荐信。感谢您公正而详尽的推荐意见，这将对我校选拔学生大有帮助。

The applicant_____is in the process of applying for admission to the MBA Program at Peking University, Guanghua School of Management, and has chosen you to provide a letter of recommendation. A fair and detailed recommendation will be very helpful for our admission process and will be highly appreciated.

1、请对申请人进行评价，请您参照以下内容，比较申请人和同龄人，在适当的空格内打勾：

Please rate the following based on the comparison of applicant and his/her peers, check the one that fits.

请对申请人进行评估

各项素质 Capabil ities	高居2% Top 2%	高居5% Top 5%	高居10% Top 10 %	高居25% Top 25 %	高于50% Above 50%	低于50% Below 5 0%	难以判 断 Difficult to judg e
学习能 力 Learnin g Ability							
外语水 平 English Proficie ncy							
分析能 力 Analytic al Skills							
沟通能 力 Commu nication skills							
创新能 力 Innovati on Cap acity							
领导能 力 Leader ship							
合作精 神 Teamw ork							
进取心 Motivati on							
成熟度 Maturit y							
管理潜 质 Manag ement Potenti al							

2、请填写对申请人的推荐意见，包括以下问题：

Please answer the following questions based on your knowledge of the applicant.

您通过什么方式、对申请人有多长时间的了解？How long have you known the applicant and in what context?
other?

请输入内容(Please write down the content.)

您对其思想品德、道德修养的评价？How do you rate the applicant in terms of moral and integrity?
other?

请输入内容(Please write down the content.)

请详细说明您所了解的申请人的个人特质：学习能力，知识结构、工作成果、分析能力、沟通能力、创新能力、领导能力、管理潜质等。
Please specify your estimation for the applicant in terms of his/her learning ability, knowledge structure, achievement, analytical skills, communication skills, innovation capacity, leadership and management potential.

请输入内容(Please write down the content.)

推荐人联系信息：

推荐人姓名 Name		职务/职称 Position/Title			
单位 Employer					
地址 Mailing addresses					
邮政编码 Postcode		办公电话 Office Tel.		手机 M.P.	
推荐人公司（单位） 邮箱 Office Email					

设置密码 Set your password.

请输入密码(Please enter your password.)

请再次输入密码(Please enter the passwords again.)