**CONFIDENTIAL**

***LETTER OF RECOMMENDATION***

Applicant to our MBA in Hospitality program at the Ecole hôtelière de Lausanne (EHL).

Family name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note to **Applicant**: Please enter your name on the form. Email to the person who will write your recommendation. They should email your recommendation letter directly to [master@ehl.ch](mailto:master@ehl.ch?subject=Recommendation%20Letter) and not to you.

Note to **Referee**:The person whose name appears above is applying to the Ecole hôtelière de Lausanne, MBA in Hospitality program. Details of our program are available on [mba.ehl.edu](http://mba.ehl.edu). If you have any specific questions please do not hesitate to email us at [master@ehl.ch](mailto:master@ehl.ch)

Please email directly to our admissions office at [master@ehl.ch](mailto:master@ehl.ch?subject=Recommendation%20Letter) and not to our applicant.

Your candid appraisal is appreciated and will remain strictly confidential. According to Swiss law, there is no obligation to, nor shall we, release information contained in your recommendation of the applicant. We appreciate your time and effort.

Referee Details

Name of Referee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Web \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known the applicant and in what connection?

What potential do you believe this applicant demonstrates in terms of leadership?

Please rate the applicant on the following characteristics (tick appropriate box).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Rating** | **Excellent Top 2%** | **Very Good Top 10%** | **Good**  **Top 30%** | **Average Middle 40%** | **Fair Bottom 30%** | **Poor Bottom 10%** |
| Drive to Succeed |  |  |  |  |  |  |
| Self Confidence |  |  |  |  |  |  |
| Ability to work with others |  |  |  |  |  |  |
| Initiative |  |  |  |  |  |  |
| Senior Executive Potential |  |  |  |  |  |  |

What are the applicant’s outstanding strengths?

What are the applicant’s liabilities or weaknesses?

Do you have any reservations about the applicant undertaking a highly demanding master program in respect to?

Aptitude to study

Motivation

Timing (is this the right time in the applicant’s career?)

Any other relevant information:

Signature of Referee and Date

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Thank you for your time!