

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 of a professional nature and comment on the individual's proven depth and breadth of management skills and ability to successfully undertake graduate level studies.

References from relatives cannot be accepted.

PART I - IDENTIFYING INFORMATION

Please make sure to include the following information on 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 in relation to:
 - 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?

Letters may be submitted via mail or email:

Athabasca University Faculty of Business
Student Services
Unit 201, 13220 St. Albert Trail
Edmonton, AB T5L 4W1

ssq@fb.athabascau.ca
business.athabascau.ca