

上海外国语大学 MBA

推荐信表格 Recommendation Form

申请者姓名: _____ 申请者生日: _____

Name of Applicant

Birthday of Applicant

推荐人姓名: _____ 推荐人职务: _____

Name of Recommender

Position of Recommender

推荐人所在单位名称: _____

Company Name of Recommender

推荐人电话: _____ 推荐人邮箱: _____

Tel of Recommender Email of Recommender

* 申请者请将姓名和生日填写后将此表格交给推荐人。

Applicant please fill your name and birthday, and give this form to your recommenders.

-----以下仅供推荐人使用For Recommender Only-----

推荐人须知Notes for the Recommender:

请填写完此表格后和您的名片一起放入信封封好, 在信封封口处签字, 并将信寄送至下面的地址。或者您也可以将封好的信封交给申请者, 由申请者和其他材料一起寄送至上海外国语大学MBA办公室。我们将严格保密, 真诚的感谢您填写此表格。

Please put this form and your name card into an envelope, sign across the seal and then return it to the address below or to the applicant. The applicant will send back

all the documents with this form to SISU MBA office. The information you provide will be strictly kept confidential and we greatly appreciate your time and effort in completing this form.

联系地址Contact address:

上海外国语大学MBA教育中心

MBA Center, Shanghai International Studies University

中国上海市大连西路550号6号楼205室(邮编200083)

Room205, No. 6 Building, No. 550 Dalian Road (West), Shanghai, P. R. China (Zip Code 200083)

(1) 您认识申请者多久了? How long have you known the applicant?_____

(2) 您与申请者的接触频率是? Please specify your contact frequency with the applicant?

经常Frequently 偶尔Sometimes 很少Little

(3) 您如何认识被推荐人的? 您对他/她的了解程度如何? Under what circumstances have you known the applicant? How do you know him/her?

(4) 您认为被推荐人有哪些突出的才能和性格? What do you consider the applicant's most outstanding talents or characteristics?

(5) 您认为被推荐人需要进一步提高的地方? What are the applicant's weaknesses?

(6) 您认为被推荐人是否有能力完成MBA课程? 现在是否是较为合适的时机参加MBA课程学习? Do you think the applicant has the ability to complete the MBA Program? Is it the appropriate time for the applicant to attend the MBA courses?

(7) 对于被推荐人的潜在管理才能、个人素质和未来的职业发展, 您是否还有其他评语? Do you have any additional comment on applicant's potential capability and/or future career development?

(8) 请根据以下几个标准对被推荐人做出评估Please evaluate the applicant's abilities below:

	优秀 Outstanding	良好 Good	一般 Average	有待提高 Need to improve	无法回答 Not applicable
分析能力Analytical skills					
团队合作能力Team work					
领导力Leadership					
沟通能力 Communication skills					

责任感 Responsibility					
应变能力Resilience					

推荐人签名 Signature: _____ 日期Date: _____

华是学院与上海外国语大学 MBA 深度合作，获悉面试流程、规则、细节和技巧，为您设计专业的面试课程，特邀优质名师，在短时间内，帮助您快速掌握预面试技巧，力求轻松获得优秀 C 线，如愿迈入名校 MBA 殿堂。 面试辅导班咨询热线：400-666-2628