

## A GUIDE TO SECURING RECOMMENDATION LETTERS

### TIPS:

- One academic and one employment letter is a good balance.
- Recommendation letters should be 2-3 paragraphs. Approximately 150-200 words.
- Contact those who can speak confidently about you

### Step 1

#### Who to Approach

**ACADEMIC** - this will be a professor who knew you well whilst you were studying your undergraduate degree. You need to ensure they are able to speak about your academic strengths and ability to undertake further studies.

**SUPERVISOR** - this can be your current supervisor at work, or a former supervisor. They should be able to talk about your strengths within the work environment and how this relates to your ability to undertake postgraduate studies.

If you are no longer in contact with any of your professors, submit 2 work-related letters

### Step 2

#### What to Write

Your referees should answer the following questions:

1. In what capacity do you know the MBA applicant?
2. How long have you known the applicant?
3. What makes the applicant stand out?
4. What experience does he/she have that you consider makes them suitable for further study?

### Step 3

#### Contact Details

It is important that your recommendation letters are presented in the following way:

- on company letterhead, if appropriate
- includes the full name of the referee, their place of work, and position title
- includes contact details of the referee - phone number and email address

### Step 4

Submit the original letter/email **with your application** to ADSM