



**Global Executive Master of Business Administration**  
**Letter of Recommendation Guide**

Applicant's Name \_\_\_\_\_  
Last First MI

Please address the following areas in your letter of recommendation:

1. Length of time you have known the applicant.
2. Description of the scope and responsibility of the applicant's job.
3. Your assessment of the applicant's current job performance.
4. Applicant's management potential.
5. How he/she will benefit from the program.
6. Your assessment of whether the applicant has the educational background, intellectual capability, motivation and problem-solving ability to successfully complete a rigorous program of this type.

If you have questions, please call at 404.385.2254 or 800.815.2274

Please send your letter of recommendation directly to:

**Huang Executive Education Center**  
College of Management  
Georgia Institute of Technology  
800 West Peachtree Street  
Atlanta GA 30332-0520  
Phone: 404.385.2254 (International calls prefix +1)  
Fax: 404.894.1464  
Email: [betty.jones@mgt.gatech.edu](mailto:betty.jones@mgt.gatech.edu)