

Two Sample Letters of Recommendation

Below is a sample letter of recommendation for admission into the Tippie School of Management Executive MBA Program. Elements for a successful letter should include how long the writer has known the candidate and in what capacity. Then, in simple statement share a few remarks about qualities you believe make this a successful candidate for enrolment into the Executive MBA program

August 10, 2012

Admissions, Tippie School of Management
Executive MBA Program
100 Pomerantz Center, Ste E444
Iowa City, IA 52242-7700

Dear Director,

I am writing to today to recommend Leif Bush for admission into the University of Iowa's Executive MBA Program. I have known Leif for 15 years, and he has worked for me (with me) in marketing for approximately eight of those years.

It should go without saying that and he is a remarkable marketing talent, with an eye for not only growing his traditional business, but also seeking out opportunities in to expand the business.

Leif has always taken his role seriously and is passionate about his results. Beyond his passion on driving performance, Leif is a natural leader, and fights hard for his beliefs. He's at his best in a group environment, and is consciously proactive at getting full involvement of all other team members to derive the best results possible. He has a very effective personal style, and will be looked to for continued executive leadership with our Ecommerce Marketing efforts.

I have the deepest personal and professional respect for Leif, and sincerely belief he will bring his unique energy, optimism, passion, and tireless creativity to your class and classroom. He has my highest endorsement. If you have any questions about this recommendation or my endorsement of Leif, please do not hesitate to contact me and I will gladly try to help.

Kind regards and best wished for a successful Executive MBA class.

Giles Poladoras
CEO of Snubby Enterprises
319-522-9999

August 10, 2012

Admissions - Tippie School of Management
Executive MBA Program
100 Pomerantz Center, Ste E444
Iowa City, IA 52242-7700

Dear Director,

I would like to recommend Ms. Claire Savage for admission into the University of Iowa's Executive MBA Program. I have known Clare both personally and professionally for more than 18 years.

Claire has worked for Owl Farm Pharmaceuticals for the past 12 years and during this time she has continued to hold positions of increasing responsibility. She has overseen our sales growth in the Bakersfield market by more than 120% percent in the past three years. Prior to that, she helped organize our Accounting department which saved Owl Farm more than \$72,000 in annual operating expenses.

I have found her to be a very quick study, ambitious leader and terrific team player. And it is my belief these qualities would make her an outstanding student for your program. Conversely, your program will help provide Ms. Savage with the highest skills, experience and qualifications for increased responsibilities at Owl Farm. Feel free to contact me at any point should you have questions about this recommendation.

Kind Regards,

Dr. H. S. Thompson, MD
Owl Farm Pharmaceuticals
319-335-3020