Letter of Recommendation Instructions
Graduate Business Programs
Saint Mary’s College of California

**Note to Applicant:**
We require two letters of recommendation. We prefer that both letters come from a current direct supervisor, former direct supervisor, or other individuals with whom you have had significant professional interaction. Select individuals that know you well and who will take the time to write thorough and thoughtful letters on your behalf. The title or status of those you select is not important. What does matter is how closely your letter writers have worked with you and whether they can attest to your value as an employee, professional accomplishments, and personal qualities. We have found the most helpful letters to be recent, relevant, and written specifically for this application. We discourage letters of recommendation from co-workers, subordinates, professors, family or friends. Letters of recommendation from friends or relatives are not acceptable.

We encourage your recommenders to submit letters through our online format. When completing the online application, you will enter the email address of your recommender and click the appropriate box to have the recommender complete an online recommendation. Your recommender receives an automated email with instructions to log in to the online recommendation form.

**Note:** In order to move forward quickly with submission of the online application and bypass the email notification being sent to your recommender, enter a generic email for them such as “xxx@xxx.com” to proceed with the application. You will need to forward them this PDF with instructions on how to send in their letters below.

**Note to Recommender:**
The person requesting your recommendation is applying for admission to a Graduate Business degree program at Saint Mary’s College. We greatly appreciate your assessment of the applicant which will provide valuable information to the Admissions Committee. We recommend that you submit letters through our online format. You should have received an email with the request for a recommendation, which includes your personal access code and link to the recommender’s module. If you need the email resent, please contact the applicant and they can resend the email from their online application.

In your letter of recommendation, please describe:
- How long and in what capacity have you known the applicant
- How do you assess the skills, strengths and any weaknesses of the applicant
- Describe the leadership capabilities of the applicant

When finished, please:
- Sign and submit your letter of recommendation online.
- If submitting by email, post, or fax: Sign and submit your letter on company letterhead, include your contact information, and send it to:

**Address:**
Graduate Business Programs, Saint Mary’s College of California
Attn: Admissions Committee
380 Moraga Road
Moraga, CA 94556
Email: smcba@stmarys-ca.edu or Fax: 925-376-6521

Questions? Call 925-631-4888