



SCHOOL OF
ECONOMICS
& BUSINESS
ADMINISTRATION

Letter of Recommendation Instructions

Graduate Business Programs

Saint Mary's College of California

Note to Applicant:

Saint Mary's College of California requires at least two letters of recommendation for admission to its Graduate Business Programs. Please request a recommendation letter from your current or former manager, supervisor, or CEO. Letters from business associates or colleagues are also acceptable. Letters of recommendation from friends or relatives are not acceptable.

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. On your company letterhead, please describe:

- How long and in what capacity have you known the applicant
- How 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 on company letterhead and include your contact information
- Fax, email or mail your Letter of Recommendation to:

Address:

Graduate Business Programs
Attn: Admissions Committee
Saint Mary's College of California
380 Moraga Road
Moraga, CA 94556

Email:

smcmba@stmarys-ca.edu

Fax:

925-376-6521

Questions? Call 925-631-4888