

**推荐人及推荐信**

每位申请人自愿提交1封推荐信（中文、英文均可），并请提供推荐人的个人信息。

推 荐 信

致推荐人：

兹有被推荐人报考北京航空航天大学经济管理学院工商管理硕士（MBA）。衷心感谢您在百忙之中拨冗填写本推荐信。请您完整填写下列内容，如果您有其它补充，请附在表后。请用签名后交还被推荐人，由被推荐人随其它申请资料一并提交给北京航空航天大学经济管理学院 MBA教育中心。

被推荐人姓名： 职务：

您在何种场合认识申请人？认识申请人已有多长时间？

请您评价申请人的突出优点及特点。

在您看来，该申请人的人际交往与团体工作能力如何，包括他（她）与上级、同级、下级的合作工作能力？

**请就以下各项对申请人进行评估：**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 优秀 | 良好 | 平均 | 低于平均 | 无法判断 |
| 道德品质 |  |  |  |  |  |
| 组织管理潜能 |  |  |  |  |  |
| 想象力与创造力 |  |  |  |  |  |
| 适应性与灵活性 |  |  |  |  |  |
| 逻辑思辨能力 |  |  |  |  |  |
| 分析判断能力 |  |  |  |  |  |
| 表达能力 |  |  |  |  |  |
| 领导能力 |  |  |  |  |  |
| 英语程度 |  |  |  |  |  |

您认为申请人在哪些方面需要进一步提高？

请给出您对被推荐人的总体评价:

〇极力推荐 〇推荐

〇有保留的推荐 〇不推荐

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 推荐人姓名 |  | | | 职务/职称 |  | | |
| 单 位 |  | | | | | | |
| 地 址 |  | | | | | | |
| 邮政编码 |  | 电 话 |  | | | 传 真 |  |

推荐人签名 日期



Letter of Recommendation

To the recommender：

Thank you for taking the time to write on behalf of this candidate, who is applying to the Master of Business Administration Program at the School of Economics and Management of Beihang University. We would appreciate your completing this form. Your comments will be held completely confidential. Please enclose this form in the envelop addressed to the applicant, seal the envelop and sign across the seal on the envelop flap. We are grateful for your assistance.

Applicant’s Name: Mr./Ms. Position:

How long and in what capacity have you known the applicant?

Please list the most outstanding talents or characteristics of the applicant.

Evaluate the applicant’s interpersonal and team work skills, including his or her ability to work with peers, subordinates and supervisors.





Please give your appraisal of the applicant in terms of the following items:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Very  Good | Average | Below  average | Cannot  Judge |
| Moral Character |  |  |  |  |  |
| Oral Presentation Skills |  |  |  |  |  |
| Written Communication Skills |  |  |  |  |  |
| Imagination and Creativity |  |  |  |  |  |
| Adaptability and Flexibility |  |  |  |  |  |
| Logical Thinking Abilities |  |  |  |  |  |
| Analytical Abilities |  |  |  |  |  |
| Organizational/Managerial Abilities |  |  |  |  |  |
| Leadership Ability |  |  |  |  |  |
| English Skills |  |  |  |  |  |

In your opinion, in what areas can the applicant improve?

Please indicate your overall evaluation:

〇Strongly recommend 〇Recommend

〇Recommend with reservations 〇Do not Recommend

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Recommender Name |  | | | Position/  Title |  | | |
| Organization |  | | | | | | |
| Address |  | | | | | | |
| Postcode |  | Tel |  | | | Fax |  |

**Signature** **Date**