

E-mail - Alumni Support your Candidacy

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(All our students will have access to this material)

Introduction

Dear XXX,	Dear members of the Admission Office,	Dear Mr. XXX,
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Presentation

It's been some time since we last talked. I hope you all are doing well. I have been following the outstanding job the admissions committee is doing and I am proud that each year, bright Brazilian students have joined SCHOOL X. I'm writing to recommend one of our Round 1 applicants, APPLICANT'S NAME, with whom I have worked for X years and thus know very well.	I hope you are doing well. I haven't had the chance yet to stop by your office and chat after getting back from XXX. I am writing to recommend a friend of mine for the Class of YEAR. His name is xxx and he is in the wait list of SCHOOL X.	I understand that Mr. NAME, a colleague here at COMPANY, has been placed on the waiting list for admission to SCHOOL X. As an alumnus interested in the quality of the incoming students at SCHOOL X, I would like to support his application by providing you with first hand account of his skills and professional acumen.	Last time we spoke during the XXX Women in Business Conference, you mentioned that it has been hard to retain good Brazilian candidates. I hope I can help you keep recruiting strong candidates to SCHOOL X, and therefore, I would like to recommend NAME. She applied in the second round, in MONTH.	Hope all is fine. As we talked in MONTH, I would like to recommend NAME, a prospective student for the MBA program, class of YEAR. He applied to SCHOOL X in the first round and has already been interviewed.	I am writing on behalf of NAME, who works as a POSITION under my supervision at COMPANY. NAME has recently submitted his application to the MBA program from xxx and I would like to provide further information on this applicant and reinforce his fit with SCHOOL X, from which I earned my MBA degree. I believe I will be providing the Admissions with a fresh perspective of his candidacy.
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Development

<p>I met NAME in Sao Paulo, and I have been always impressed with his strong academic background and professional development early in his career. After working for an international X company he worked as a POSITION in COMPANY, developing a very well rounded perspective in SECTOR. Moreover he would have a terrific experience at SCHOOL X, which would hone his skills to thrive in the competitive Brazilian marketplace, and help to further enlarge his XXX.</p>	<p>The professional and personal features of NAME make me positive that he will fit flawlessly in our very diverse student body. Among those features, I find it worth highlighting mainly XXX and YYY. First, NAME displays XXX, as shown in his initiative to CCCC, which was praised by every SSS in the department. Also, NAME demonstrated YYY, as when he decided to involve GGG, which was a success among FFFF.</p>	<p>NAME, a manager in XXX area, has recently been assigned to a position with a significant increase in his responsibilities. In his new role, he is engaged in XXX has done an outstanding job in specifying the new structure for COMPANY that will become standard in Brazil. This task demanded a great deal of his analytical skills and critical thinking. Moreover, NAME proved to be persuasive and extremely competent in the project oversight meetings with bank seniors as he proposed solutions during the implementation process. Towards the end of XXX, NAME sought me out to discuss MBA life at SCHOOL X. I learned about his interest in both pursuing an MBA</p>	<p>NAME will be a great addition to the SCHOOL X community for these reasons:</p> <p>1. Solid professional background: NAME has an extensive background in business development in the largest conglomerate in Latin America. Moreover, she has received the most recognized award in entrepreneurship in Brazil for the PLAN she developed for her family business;</p> <p>2. Clear professional goals: NAME intends to apply the management skills learned on her MBA to the business she co-founded with her brother in Brazil;</p> <p>3. Charismatic and engaging personality: NAME has an engaging personality, which will be of great value to</p>	<p>The reason I am reinforcing his candidacy is that knowing XXX for almost XXX years, I am also very well acquainted with this career progress XXX and his profile. We had a very similar track, leaving our homes in the XXX of Brazil to XXX at XXX in Sao Paulo. We became close friends and joined the xxx. We also engaged in teams to do many extra-curricular activities at the same time. After graduation, we continued to be roommates and worked in the same industry - XXX. XXX worked for xx and I joined xx. In addition to his job, he runs his own business in Brazil and also helped me build a business plan for my business in XXX.</p>	<p>When XXX first mentioned his interest in pursuing an MBA program, I was responsible for the project in which he participated. I could feel his awareness of the advantages and benefits that an MBA would bring to his career; I could also notice how passionate he was about conducting his personal project. XXX also asked me about my experiences at XXX, which I shared in details with him. At the time, I was organizing an event at XXX for XXX Alumni in Brazil and invited XXX for this event, so that he could experience the school's culture. XXX attended the event, enjoyed the speech of XXX's director and the interaction with alumni. Moreover, XXX's response to different situations</p>
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		and living in CITY. On several occasions, I was able to provide NAME with useful insights and impress upon him that SCHOOL X would be his best option for furthering his education. His enthusiasm about joining our community grew significantly after his visit to the school this past MONTH. Thus, upon learning that he had been wait-listed, I thought it an opportune time to recommend him for the program.	the SCHOOL X community. She organized many high profile events with key XXX.		was very good and the work result was always highly praised by the client.
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Recommendation

I spoke with him last Friday and he confessed me that SCHOOL X is his top choice among the B-schools he applied. I believe he would add a lot of value for the SCHOOL X Full Time MBA program.	In summary, I firmly believe that NAME will add great value to SCHOOL X and to the experiences of his classmates. He shows great enthusiasm about SCHOOL NAME, which leaves me no doubt that our school is his top choice. If you need any additional information about NAME, I will be glad to provide it.	I hope that this input proves helpful in the evaluation of his application. I affirm his strong interest in attending the program and honestly believe he is a good 'fit' for the SCHOOL X student body.	In summary, it is clear that XXX will be a great business leader in the future, and therefore, XXX should strongly consider her for the upcoming Class of SCHOOL X.	Given his entrepreneurial spirit and ability to interact so well in groups, I am positive that NAME will be able to add much to the SCHOOL X students, with whom he can share his very diverse experiences. I am also sure that he will be eager to engage in community activities, aiming to make a difference just as he did at XXX.	It is with great satisfaction and confidence that I highly recommend NAME to the SCHOOL X.
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Closing

Thank you for your consideration. Best Regards,	Thanks for your time and consideration. Warm regards, XXX
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