



Instructions for Completing the Letter of Recommendation For Graduate Business Programs

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.

Thank you for your interest in the Graduate Business degree programs of Saint Mary's College of California. We look forward to working with you through the application, acceptance, and enrollment process.

Note to Recommender:

The person requesting your recommendation is applying for admission to a Graduate Business degree program at Saint Mary's College. Your assessment of the applicant will provide valuable information to the Admissions Committee. Please describe on your company letterhead:

- 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

Saint Mary's College greatly appreciates your time and effort to answer these questions. 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:

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

Fax: 925.376.6521

Email: smcmba@stmarys-ca.edu