**Guidelines for Letters of Recommendation**

The Graduate Programs Office finds recommendations which present a balanced view of an applicant's abilities and attributes helpful. Specific comments about significant attributes are more useful than general statements. Please have your recommenders be as candid as possible.

The following questions are included only as guidelines. Recommenders may feel free to expand on the following:

Under what circumstances did you know the applicant? Please comment on the applicant’s academic preparation and abilities (both positive and negative).

Additionally, please comment on the following areas of the applicant:

1) intellectual ability,

2) maturity,

3) leadership potential,

4) ability to communicate well in and out of the classroom,

5) written and oral skills,

6) analytical and research skills,

7) preparation for the rigors of graduate school.

**IMPORTANT NOTE TO APPLICANT:**

Please have your recommenders send their letters in sealed envelopes. Sealed and signed envelopes are considered “Confidential” letters of recommendation; therefore, an applicant’s right to view said letter is waived. Letters should be on letterhead and include full contact information of the recommenders (i.e. phone, email, title, physical address).

This document has been modified from the original version found here:

www.csulb.edu/colleges/cba/mba/documents/GuidelinesforLettersofRecommendation.doc - 2008-06-11