Recommendation Letter

As one of most dynamic schools in Beijing Foreign Studies University, International Business School strives hard to cultivate future business talents with global vision and social responsibility. We appreciate your time and effort. All the information you provide will remain strictly confidential. 

Details of Referee

|  |  |
| --- | --- |
| Full name |  |
| Position/Title |  |
| Organization |  |
| Address |  |
| Email |  |
| Tel |  |

Please email this recommendation letter to [solbridge@bfsu.edu.cn](mailto:solbridge@bfsu.edu.cn) and [ibs.bfsu.solbridge@gmail.com](mailto:ibs.bfsu.solbridge@gmail.com) subjected as “recommendation letter + full name of the applicant+ applicant’s nationality”.

It would be preferred and enjoy priority consideration to use your job email with your organization’s website.

Please be kindly noted that we may call you in regular office time or email you to acquire further information about the applicant.

Please feel free to expand the space if necessary.

Thanks a lot for your cooperation and support!

**Referee's Signature**  **Date**

1. Please briefly describe in what context and for how long time you have known the applicant.
2. What do you consider to be the applicant's major talents or strengths? What do you consider his/her weakness or developmental needs?
3. When confronted with difficulties or challenges, either in study or daily life, will the applicant be able to manage it and how? A specific example will be preferred.
4. Please describe a specific TEAM project in which the applicant played an important role. What were his/her contributions? Please comment on the applicant's communication skills, teamwork spirit and capabilities etc.

5. Please give us your appraisal of the applicant in terms of the qualities listed below. Use “√” to choose.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Excellent | Good | Average | Below Average | Unable to Appraise |
| Punctuality/Attendance |  |  |  |  |  |
| Self-Motivation |  |  |  |  |  |
| Adaptability to New Environment |  |  |  |  |  |
| Analytical Skills |  |  |  |  |  |
| Innovative Thinking |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |
| Teamwork Spirit |  |  |  |  |  |
| Cultural Tolerance |  |  |  |  |  |
| Sense of Social Responsibility |  |  |  |  |  |

6. Please give us your overall recommendation to the applicant. Use “√” to choose. 

|  |  |
| --- | --- |
| Strongly Recommend |  |
| Recommend |  |
| Recommend with Reservations |  |
| Do Not Recommend |  |