



UNIVERSITY OF MORATUWA
FACULTY OF ENGINEERING
DEPARTMENT OF TRANSPORT AND LOGISTICS MANAGEMENT

LETTER OF RECOMMENDATION

To the Referee,

The applicant has applied for the Master of Business Administration in Supply Chain Management / Postgraduate Diploma in Business Administration specialized in Supply Chain Management.

The Programme Director would appreciate your candid comments on the applicant's suitability for the programme.

Please return this form, once completed to the applicant in a **signed and sealed envelope**.

Referee's name:		Title:
Organisation:		
Designation:		
Postal address:		
Office tel no:	Mobile no:	Fax:
Email address:		

Over what period of time have you known the applicant?

From (mm/yyyy):
To (mm/yyyy):

In what capacity have you known the applicant?

1. Please comment on the applicant's interpersonal skills. How well does s/he interact with peers, managers, customers, clients, etc.?

2. Please describe two of the applicant's key strengths.

3. Please describe two of the applicant's key weaknesses.

4. In your opinion, how suited is the applicant to study at a postgraduate level?

5. Rate the applicant's written and oral skills in English (1 = poor, 5 = excellent)

Written Skills		Oral Skills	
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6. Using the same scale, rate the applicant's following attributes (1 = poor, 5 = excellent)

Decision Making		Strategic Thinking		Creative Thinking	
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7. Please describe the applicant's management and leadership potential when compared with his/her peers

8. Is there any other information that you consider relevant?

Signature:

Date: