



APPLICANT INSTRUCTIONS

Applicant will fill out all of the **APPLICANT INFORMATION** and **APPLICANT WAIVER OF RIGHTS TO ACCESS** sections below, (page 1). If you do not have a PDF editor program, you can download Adobe Fill and Sign for free. Email the form with your sections completed to three recommenders via email. Your recommender will complete the form, (pages 2 and 3), and submit it to our office at COBGrad@wtamu.edu.

RECOMMENDER INSTRUCTIONS

Please fill out all pages 2 and 3 on behalf of the individual you are recommending. If you do not have a PDF editor program, you can download Adobe Fill and Sign for free. Submit the completed form to COBGrad@wtamu.edu (preferred). If this is not an option, you may submit the form via mail to: Paul and Virginia Engler College of Business, WTBox 60809, Canyon, TX 79016.

APPLICANT INFORMATION

Name: _____
 Last First Middle

Address: _____

Email: _____

APPLICANT WAIVER OF RIGHT TO ACCESS

Please check one of the following:

- I hereby waive the right to access this letter of recommendation. I acknowledge that the letter will be maintained in confidentiality as a part of my admissions file.
- I do not waive my right to access this letter of recommendation.

Signature: _____

Date: _____



RECOMMENDER SECTION

Section I

Please answer the following three questions about the applicant. You may include a supplemental letter with this recommendation form.

1. How long and in what context have you known the applicant?

2. What are the greatest strengths of the applicant that will help him/her be successful in their pursuit of a graduate degree?

3. What are the areas in which the applicant needs the most improvement as they continue in their career?



West Texas A&M University
 Paul & Virginia Engler College of Business
 Letter of Recommendation Form
 Recommender Section

Section II

Please give the applicants a rating on the following characteristics. Please check one of the boxes for each characteristic.

	Excellent	Good	Average	Below Average	Unable to Rate
Self-motivation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integrity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oral Communication Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interpersonal Skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Evaluation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

RECOMMENDER INFORMATION

Name: _____
Last First Middle

Address: _____

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