

## Letter of Recommendation for Admission to the MPA Program

\_\_\_\_\_  
Name of Applicant (PLEASE PRINT)

\_\_\_\_\_  
E-Mail Address (PLEASE PRINT)

\_\_\_\_\_  
Phone:

The Letter of Recommendation should be from the applicant's undergraduate/graduate professors and/or from employment supervisors. Writers are encouraged to attach a separate letter outlining the applicant's basic strengths and skills.

Please be advised that the applicant has the right to waive or reserve the right to inspect your statement as provided in the Family Educational Rights and Privacy Act of 1974.

I have elected: \_\_\_\_\_ A Confidential file. Your statement will not be subject to my inspection.

\_\_\_\_\_ A non-Confidential file. Your statement will be subject to my inspection.

\_\_\_\_\_  
Signature of Applicant

The applicant should fill out the above and give this form to the person writing the Recommendation Letter.

### To Writers of Recommendation Letters:

After checking the appropriate spaces below, please qualify your ratings as needed or add information pertinent to applicant's ability-to do advanced graduate work. Please feel free to use the reverse side for additional space.

|                       | Excellent | Good | Average | Below Average | Insufficient Info./NA |
|-----------------------|-----------|------|---------|---------------|-----------------------|
| Research Skills       |           |      |         |               |                       |
| Writing Skills        |           |      |         |               |                       |
| Oral Communication    |           |      |         |               |                       |
| Analytical Skills     |           |      |         |               |                       |
| Industry/Efficiency   |           |      |         |               |                       |
| Initiative            |           |      |         |               |                       |
| Temperament           |           |      |         |               |                       |
| Overall Attitude      |           |      |         |               |                       |
| Overall Scholarship   |           |      |         |               |                       |
| Potential for Success |           |      |         |               |                       |

**PRINT YOUR ANME** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Position** \_\_\_\_\_

**Institution** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Mail Directly To:**

**Dr. Kant Patel, Professor and Director**

**Master of Public Administration Program**

**Department of Political Science**

**Missouri State University**

**Springfield, MO 65897**

**Fax: 417-836-6655; Phone: 417-836-5925**