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**MASTER IN BUSINESS ADMINISTRATION-INTERNAL AUDIT**

**RECOMMENDATION LETTER**

*The candidate has completed an application form which concerns the Master in Business Administration – Internal Audit. In addition, he/she indicated you as a person who knows him/her in order to recommend him/her for the Master. For this reason, please complete this recommendation letter.*

|  |
| --- |
| 1. Name of candidate:
 |
|  |

|  |
| --- |
| 1. How long do you know the candidate and in which capacity?
 |
|  |

1. Please, evaluate the candidate regarding the characteristics below (use symbol Χ):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Excellent | Very Good | Good | Medium  | Inefficient | I do not know |
| Integrity |  |  |  |  |  |  |
| Consistency |  |  |  |  |  |  |
| Confident |  |  |  |  |  |  |
| Ability to work independently |  |  |  |  |  |  |
| Ability to cooperate |  |  |  |  |  |  |
| Initiative taking |  |  |  |  |  |  |
| Oral communication  |  |  |  |  |  |  |
| Written communication  |  |  |  |  |  |  |
| Organizational skills |  |  |  |  |  |  |
| Leadership skills |  |  |  |  |  |  |
| Analytical skills |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 1. Please add any other useful information which could help us in evaluating the candidate:
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|  |

1. Please mention your general reference for the candidate (use symbol X):

|  |  |  |  |
| --- | --- | --- | --- |
| I highly recommend him/ her |  | I recommend him/ her  |  |
|  |  |  |  |
| I do not recommend him/ her |  |

Thank you for the time you spent for completing this recommendation letter. Please send the document by e-mail at **ddomointernalaudit@econ.uoa.gr.**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Position:** |  |
| **Company/Organization:** |  |
| **Address:** |  |
| **Phone number:** |  |
| **E-mail:** |  |

|  |  |
| --- | --- |
| **Signature**: | **Date**: |
|  |  |