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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.*

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| --- |
| 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: | | | | | | |
|  | | | | | | |

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**: |
|  |  |