

**Letter of Recommendation for Admission to the  
Master of Public Administration Program**

\_\_\_\_\_  
Name of Applicant

The Letter of Recommendation should be from the applicant's undergraduate/graduate professors and/or from employment supervisors.

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					

Signature \_\_\_\_\_  
 Position \_\_\_\_\_  
 Institution \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mail Directly to:**  
 MPA Director  
 Department of Political Science  
 Missouri State University  
 901 South National Avenue  
 Springfield MO 65897