**Confidential/** 保密

**Master of Public Administration Programme (Executive MPA Class)**

**高 级 公 共 管 理 硕 士 学 位 课 程**

**Reference Letter**

推荐函

Note: Please kindly obtain a professional reference.
注：如果您是个人申请者，请将此表格交由熟悉您的专业能力的推荐人填写。

**TO BE COMPLETED BY APPLICANT** 由申请人填写

|  |
| --- |
|  Name of Applicant 申请人姓名:  |

 **TO BE COMPLETED BY REFERRER** 由推荐人填写

|  |
| --- |
| Name in full 姓名： |
| Designation 职位： |
| Name and Address of Company/Organization 公司/单位名称和地址：Telephone No. 工作电话号码：Official Email Address 工作电邮地址： |

 Please √ your rating of the applicant in the following categories: 请在下列项目中为您推荐的申请人打勾评价：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  Poor 差 |  Average 一般 |  Good 好 | Very Good 很好 |  Excellent 优秀 | Unable to comment 无评价 |
| (i) Analytical ability 分析能力 |  |  |  |  |  |  |
| (ii) Initiative & resourcefulness 主动性和机智 |  |  |  |  |  |  |
| (iii) Oral communication skills 语言表达能力 |  |  |  |  |  |  |
| (iv) Written communication skills 书面表达能力 |  |  |  |  |  |  |
| (v) Integrity 品行 |  |  |  |  |  |  |
| (vi) Leadership potential 领导潜能 |  |  |  |  |  |  |
| (vii) Ability to work in a team 团队协作能力 |  |  |  |  |  |  |
| (viii) Maturity 成熟度 |  |  |  |  |  |  |
| (ix) Self-confidence 自信心 |  |  |  |  |  |  |

Please comment on the applicant’s strengths and ability to complete a graduate program. Please also add any statements concerning his or her potential in career development. Attach additional sheets if necessary.

请就申请人完成这个课程的能力作出评价，并阐述您对申请人的职业发展潜能的看法。如有必要，可另外加页说明。

 推荐函寄送方式：

一、请将填写完毕的推荐函由您的工作邮箱直接发送给我们，电邮地址是： NCPA-DP@ntu.edu.sg ，并在邮件标

 题中注明申请人的姓名和申请项目，或者

二、您也可以将推荐函放在信封封口后由申请人与申请材料一并寄送给我们。

我们对您提供的内容严格保密，再次感谢您的支持。

The Director

Executive MPA Programme

Nanyang Centre of Public Administration

Nanyang Technological University

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