

Institut für Betriebswirtschaftslehre

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Questionnaire for letters of recommendation

- 1. Since when and in which capacity does Prof. Algesheimer know you?
- 2. Which courses did you attend at our chair? (VVZ-No., term, grade)
- 3. Have you already written a bachelor or a master thesis at our chair? (Subject of thesis, date of submission grade)
- 4. Do you apply for:
 - a. A master course, doctorate, or any other graduate program?
 - i. Which university and which program are you applying for?
 (adress and contact person of the university, full name of program)
 - b. An internship or a position?
 - i. Which branch of business, function and position are you applying for?
 (e.g. "Telecom, division of market research, internship")
- 5. Motivate your application in three sentences and (depending on the kind of application):
 - a. Describe your future contribution to the program. How does the university profit from it?
 - b. Describe your career goals.
- 6. Sum up your skills and traits relevant to the subject of the requested recommendation (with appropriate documents, if necessary).
- 7. Please add your CV.
- 8. Should the letter be written in German or English?

