



Letter of Reference

I. Applicant Information																															
Letter of Reference for:																															
II. Referee Information																															
Referee's name:																															
Position:																															
Institution/University:																															
Address:																															
Phone number:																															
III. Information on relationship between Applicant and Referee																															
Relationship to applicant (e.g. employer, supervisor):																															
I have been acquainted with this applicant during the period from and know him/her(month, year) to..... <input type="checkbox"/>very well <input type="checkbox"/>well <input type="checkbox"/>hardly																														
IV. Ranking of Applicant's Abilities																															
Among approximately..... students I have known at the same stage in his/her field in recent years, I would rank this applicant in the upper <input type="checkbox"/> 5% <input type="checkbox"/> 10% <input type="checkbox"/> 20% <input type="checkbox"/> 30%.																															
Ranking of his/her qualifications																															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 15%;">Outstanding</th> <th style="width: 15%;">Very Good</th> <th style="width: 15%;">Above Average</th> <th style="width: 15%;">Average</th> <th style="width: 15%;">Below average</th> </tr> </thead> <tbody> <tr> <td>Analytic abilities</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Academic/professiona l skills</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Motivation</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Social Skills</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Outstanding	Very Good	Above Average	Average	Below average	Analytic abilities						Academic/professiona l skills						Motivation						Social Skills					
	Outstanding	Very Good	Above Average	Average	Below average																										
Analytic abilities																															
Academic/professiona l skills																															
Motivation																															
Social Skills																															

V. Letter of Reference

(Note: Please comment in one or two paragraphs on the applicant's academic and general abilities and qualities. The Hertie School of Governance welcomes any information that the reference referee may think would help to gain a comprehensive picture of the applicant and his/her abilities to successfully complete our program and pursue a career in public policy making.)

Please do not forget to sign this letter of reference, include your contact information and pass it on to the applicant. Alternatively, it can also be sent directly to us, preferably via email. Our contact information is indicated below.

Thank you very much for your help!

Hertie School of Governance
MPP Applications
mpp@hertie-school.org
Q110
Friedrichstraße 180
10117 Berlin, Germany