

## Recommendation Letter

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

Employer of Applicant \_\_\_\_\_

Telephone of Applicant: \_\_\_\_\_

Email of Applicant: \_\_\_\_\_

**Instructions:**

The following outline may provide helpful information in determining what to include in a letter of recommendation:

**✓ Explain your contact with the applicant**

Letters should make clear how well you know the applicant. How many courses has the student had from you? Did you have contact with the applicant outside of class?

**✓ Personal attributes**

The letter should attempt to give insight into the student's personal qualities and his/her interactions with others. Emphasis should be placed on characteristics that indicate special promise or potential problems in the field. The letter could address some of these questions: What first stimulated the applicant's interest in the field? How well does the applicant organize his/her thoughts and communicate them? What evidence is there of his/her judgment, reliability, organizational ability and analytical skills?

**✓ Academic achievement**

Comments may be made which amplify information on academic transcripts such as:

a) Consistency of performance. Was the student consistent or are there certain anomalies that can be described?

b) Extenuating circumstances that might account for atypical grades or course loads, such as illness, employment or extensive extracurricular involvement.

c) Degree of difficulty of individual classes and overall course loads e.g., upper division courses taken during freshman year, or especially advanced classes.

**✓ Employment/extracurricular activities**

Since these are listed on most applications, mention them only if you can elaborate meaningfully on them. Activities that indicate motivation for advanced study are of special interest. If involvement was extensive, what was the effect on academic achievement?

**✓ Honors received, academic or non-academic**

Explain what achievement the honor represents. Specify the competition or degree of selectivity of such awards.

**✓ Overall evaluation**

It is very helpful to make a value judgment, which is an overall appraisal of the applicant's potential. This evaluation should be based on all the attributes of the applicant, not merely academic performance. Maybe explain how this student compares to other students.






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Name of Recommender: \_\_\_\_\_ Position of Recommender: \_\_\_\_\_

Company Name of Recommender: \_\_\_\_\_

Telephone of Recommender: \_\_\_\_\_ Email of Recommender: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_