



## LETTER OF RECOMMENDATION

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle (INITIAL) \_\_\_\_\_ MM/DD/YYYY

Address: \_\_\_\_\_

## REFERENCE

Appropriate References may be from any of the following:

- A professor who can assess your professional and academic achievement
- A former colleague, employer or supervisor.
- A professional person (not a relative) who is well acquainted with your professional background and academic achievement.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Last*                            *First*                            *Middle (INITIAL)*

Occupation & Job Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address:

*Street* \_\_\_\_\_ *City* \_\_\_\_\_ *State (Country)* \_\_\_\_\_ *Zip Code* \_\_\_\_\_

Relationship to the applicant: \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

**Personal and professional appraisal: (please check the appropriate box for each category).**

Qualities	N/A	Below	Average	Strong	Very Strong
Intellectual Capability	<input type="checkbox"/>				
Leadership Potential	<input type="checkbox"/>				
Ability to work well with people	<input type="checkbox"/>				
Ability to work independently	<input type="checkbox"/>				
Initiative/Self-discipline	<input type="checkbox"/>				
Maturity	<input type="checkbox"/>				
Interpersonal Skills	<input type="checkbox"/>				
Analytical Skills	<input type="checkbox"/>				
Communication Skills	<input type="checkbox"/>				
Writing Skills	<input type="checkbox"/>				
Verbal Skills	<input type="checkbox"/>				
Computer Skills	<input type="checkbox"/>				

Please note any strengths and/or weaknesses as well as academic and/or professional achievements of the applicant and his/her potential for succeeding in a rigorous academic environment. (use additional sheets if needed)

### **Signature of Reference**

---

Date

Ver. 20.1