LETTER OF RECOMMENDATION

Writer: _____ Title: _____ Organization: _____

Address: _____ Phone: _____ Email: _____

Date: _____

To: _____ (or "To the Selection Committee" or "To Whom It May Concern")- Organization: _____

Re: Recommendation of _____ for _____

1. RECOMMENDATION

I am pleased to recommend _____ for [ ] the position of [ ] admission to [ ] the following: _____.

I have known the candidate for _____. My relationship to the candidate: [ ] supervisor [ ] employer [ ] coworker [ ] teacher or professor [ ] advisor [ ] coach [ ] mentor [ ] volunteer leader [ ] client [ ] other: _____

During that time, the candidate served as _____.

2. STRENGTHS AND EXAMPLES

In particular, I can speak to the candidate's _____.

Example: _____

_____

Second example (optional): _____

_____

3. ACHIEVEMENTS I KNOW OF FIRSTHAND

1. Achievement: _____ When: _____ Result: _____

2. Achievement: _____ When: _____ Result: _____

3. Achievement: _____ When: _____ Result: _____

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4. SKILLS AND CHARACTER

Skills: _____

Character and personal qualities: _____

In my experience, the candidate ranks _____.

5. RECOMMENDATION LEVEL

[ ] I strongly recommend the candidate. [ ] I recommend the candidate. [ ] I recommend the candidate without reservation.

I would be glad to answer any questions about the candidate. You can reach me at _____.

Thank you for considering this recommendation.

Sincerely,

SIGNATURES

Recommender (name and title)

Signature: _____ Date: _____

Printed Name: _____

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