

Recommendation Cover Letter

Recommender Information

First Name _____ Last Name _____

Institution _____ Title/Position _____

Email Address _____ Telephone _____

Applicant Characteristics

Analytical Ability

Research Skills

Initiative/Responsibility

Diligence/Persistence

Written Communication

Oral Communication

Interpersonal Skills

Creativity/Originality

How likely would you be to hire and/or accept this student?

Against which group are you comparing the applicant? (Examples: all students I know who have entered graduate school, all students I have taught or known, etc.)

In what capacity have you known the applicant?

How long have you known the applicant?

Signature