



Letter of Recommendation for Graduate Study

Applicant's Name: _____

The applicant requests that you complete and return this form by (date): _____

Important Guidelines for the Writer of this Recommendation:

The applicant named above has selected you as a reference. Your report will be helpful to the Graduate Admission Committee in determining whether or not the applicant should be admitted for graduate study. Criteria for evaluation include: scholarship, demeanor, oral and written communication skills, work habits, judgment, self-confidence, organizational and decision-making skills, leadership potential, commitment to their profession and the ability to successfully complete a graduate program. Please do not return this form to Keuka College. **Completed forms should be returned to the applicant in a sealed envelope by the date s/he has requested.**

1. Graduate coursework at Keuka College requires significant work experience of applicants. Please provide an overview of applicant's job description and principle duties.

2. Describe qualities you admire most about the applicant.

(Over)

3. What skills do you think the applicant could improve upon?

Please rate the applicant's ability to:

	WEAK				STRONG
Function as a member of a team	1	2	3	4	5
Problem solve	1	2	3	4	5
Execute assigned responsibilities	1	2	3	4	5
Work under stress	1	2	3	4	5
Express him/herself verbally	1	2	3	4	5
Express him/herself in writing	1	2	3	4	5
Readily apply learned material	1	2	3	4	5
Exercise sound judgment	1	2	3	4	5
Serve as a leader	1	2	3	4	5

4. Include or attach any additional comments, if applicable.

Recommended by (please print): _____

Title/Position: _____

Signature: _____ Phone: _____

NOTICE: PUBLIC LAW 93-380, the Family Educational Rights and Privacy Act of 1974 as amended gives students the right of access to letters of recommendation written after January 1, 1975 and kept in a placement file in their name.