



# Letter of Recommendation Cover Sheet

Student Name: \_\_\_\_\_

**Knowledge of Applicant**

- 1.) How long have you known the applicant?    \_\_\_ Years                    \_\_\_ Months
- 2.) How well do you know the applicant?       \_\_\_ Very Well                \_\_\_ Moderately Well     \_\_\_ Slightly
- 3.) In what capacity do you know the applicant?    \_\_\_ Instructor                \_\_\_ Supervisor            \_\_\_ Colleague
- \_\_\_ Academic Advisor    \_\_\_ Other (Specify): \_\_\_\_\_

**Please rate the applicant compared to his/her peers by placing an X in one column for each ability/trait:**

| Ability/Trait                        | Excellent or Outstanding | Above Average | Average or Good | Below Average or Fair | Not Satisfactory | Insufficient Opportunity to Observe |
|--------------------------------------|--------------------------|---------------|-----------------|-----------------------|------------------|-------------------------------------|
| Maturity/Poise                       |                          |               |                 |                       |                  |                                     |
| Dependability/Responsibility         |                          |               |                 |                       |                  |                                     |
| Moral qualities/Ethical standards    |                          |               |                 |                       |                  |                                     |
| Initiative, self-reliance            |                          |               |                 |                       |                  |                                     |
| Persistence                          |                          |               |                 |                       |                  |                                     |
| Leadership                           |                          |               |                 |                       |                  |                                     |
| Ability to work effectively in group |                          |               |                 |                       |                  |                                     |
| Ability to work under pressure       |                          |               |                 |                       |                  |                                     |
| Retention of information             |                          |               |                 |                       |                  |                                     |
| Analytical ability                   |                          |               |                 |                       |                  |                                     |
| Judgment                             |                          |               |                 |                       |                  |                                     |
| Ability to problem solve             |                          |               |                 |                       |                  |                                     |
| Aptitude for graduate work           |                          |               |                 |                       |                  |                                     |
| Creativity                           |                          |               |                 |                       |                  |                                     |
| Oral Communication Skills            |                          |               |                 |                       |                  |                                     |
| Written Communication Skills         |                          |               |                 |                       |                  |                                     |

**Your letter should address the following information:**

- 1.) What are the applicant's principal areas of strength?
- 2.) What areas require further development?
- 3.) What is your overall evaluation of the applicant's ability for graduate work and potential for becoming responsible and successful in the field?

Evaluator: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Evaluator's Employer: \_\_\_\_\_ Location: \_\_\_\_\_

Evaluator's Business Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send this form with the completed letter to the Office of Graduate Admissions and Academic Services**  
**Address:** 1678 Asylum Avenue, West Hartford, CT 06117 - **Email:** graduate@usj.edu - **Fax:** 860.231.5479