

Recommendation Letter

Name: _____

Please check the box(es) which most accurately describe the above candidate

QUALITIES:	Below Average	Average	Good	Excellent	Have Not Observed
Dependability, Reliability					
Ability To Work With Others					
Verbal Facility					
Writing Ability					
Knowledge of Subject Matter					
Creativity, Originality					
Initiative, Enterprise					
Overall Potential for Success					

This rating is in comparison with: _____

How long have you known this person: _____

OBSERVATIONS AND COMMENTS (Please elaborate on the above characteristics):

Date: _____ Signature: _____

Professional Title and Address: _____

City, State, and Zip Code: _____ Phone: _____