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|  | **Recommendation Letter** |
| **Very Highly Recommend (5)** | Detailed description of the student and his/her qualifications.Several compelling and relevant anecdotal or statistical pieces of evidence that both attest to the student’s character and achievements |
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| **Highly Recommend (4)** | Good description of the student, specifically addresses the student’s qualifications. Some anecdotal or statistical evidence of the student’s character and achievements |
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| **Recommend (3)** | Good description of the student, addresses some of the student’s qualifications. Some anecdotal or statistical evidence of the student’s character or achievements. |
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| **Somewhat Recommend (2)**  | Some information about the student; addresses at least one aspect of the student’s qualifications. May be lacking in evidence or provide non-specific evidence of the student’s character or achievements |
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| **Does not Recommend (1)** | Too brief to accurately evaluate and/or did not address any of the student’s qualifications |
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|  | All letters should be written and signed by an employer, teacher, instructor or community member (such as clergy). If the letter is not signed it should be on official letterhead.  |
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