Letter of Recommendation

Student's Name: ___________________________ Phone Number: ___________________________

Email address: ___________________________

To the Recommender: Please rate the student on the following topics.

- How do you rate the student’s ability to think through issues?  
  Excellent          Good          Fair          Poor

- How do you rate the student’s level of oral communication?  
  Excellent          Good          Fair          Poor

- How do you rate the student’s level of written communication?  
  Excellent          Good          Fair          Poor

- How would you rate the student’s level of emotional maturity?  
  Excellent          Good          Fair          Poor

- How would you rate the student’s attendance/dependability?  
  Excellent          Good          Fair          Poor

- How do you rate the student’s level of responsibility/motivation?  
  Excellent          Good          Fair          Poor

- How do you rate the student’s ability to problem solve?  
  Excellent          Good          Fair          Poor

- Does the student get along well with others?  
  Excellent          Good          Fair          Poor

- Is the student respectful of authority?  
  Excellent          Good          Fair          Poor

Has the student had any involvement with drugs, alcohol or any substance abuse offense?  
YES          NO

Has this student been involved in any disciplinary, corrective or “redirection” type of action?  
YES          NO

If yes, please explain:
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Please comment on any skills or information that you know about, that would help in qualifying the student for a volunteer position.
_________________________________________________________________________________________________
_________________________________________________________________________________________________

How long have you know the student and in what capacity?
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Recommender’s Name: ___________________________

Position/Title: ___________________________

Signature: ___________________________ Date: ___________________________