

SAMPLE LETTER OF RECOMMENDATION

APPLICANT:

First name (given name):

Family Name (Surname)

Applying For the Following Program:

Recommender

Name:

Function:

Institution/Firm:

Telephone:

E-mail:

To the Applicant:

To the Recommender:

How long have you known the applicant and in what connection?

.....

To what degree do you think the applicant is capable of adapting to conditions that are very different from the conditions he/she is familiar with?

.....

What is according to you the applicant's main strength in a professional/scientific/ academic context?

.....

If the applicant were to apply for a similar course at your institution, would you accept him/her readily with reservation not at all.

.....

Please rate the applicant in comparison to his/her peers:

Intrinsic intellectual ability:

Breadth of general knowledge:

Maturity:

Quality of oral expression:

Ability to work with others analytical ability:

Ability to carry out individual research:

Which overall recommendation would you give?

I highly recommend the applicant

I recommend the applicant

I recommend with the following reservation:

I do not recommend the applicant

If there are any important comments you would like to give which are not sufficiently covered by the above questions, we would appreciate it if you would give them below:

.....

Date:_____

Recommender's name and signature:_____

Seal:

To guarantee confidentiality, we would appreciate it if you would issue this letter.