

LETTER OF RECOMMENDATION WORKSHEET

Student name:

(Potential) letter writer's name:

Capacity of relationship:

ie: instructor (course and term),
TA, lab, job, volunteer, intern, etc

Key Competency:

What are you applying to?

Why is the competency important for this position and/or your career?

How did the writer see you demonstrate this competency?

Give specific examples to jog writer's memory.

I have included:

- resume (updated!)
- personal statement (updated!)
- list of due-dates & methods of submission
- links to program description website
- other documents requested by writer _____
- this form

Name the files with your name and type of file. example: *J_Smith_Resume.pdf*