Letter of Recommendation

(to be filled out by an Employer, Guidance Counselor/Instructor, etc.)

SECTION I: APPLICANT INFORMATION

Name: _____ Student ID# _____

Address: _____ Phone: _____

City, State, Zip: _____ E-mail: _____

SECTION II: RECOMMENDATION

Company: _____ Phone: _____

Name: _____ Title: _____

Address: _____ City, State, Zip: _____

1. How long have you known the applicant? _____ Years _____ Months

2. Please give your personal appraisal of the applicant with regard to the following:

	Excellent	Good	Average	Needs Improvement
Attendance & Punctuality	☐	☐	☐	☐
Cooperation	☐	☐	☐	☐
Judgement	☐	☐	☐	☐
Initiative	☐	☐	☐	☐
Mechanical Aptitude	☐	☐	☐	☐
Reliability	☐	☐	☐	☐
Work Ethic	☐	☐	☐	☐

3. Please comment on the ability and accomplishments exhibited by the applicant. In addition, please address why you are recommending them. (Please use an additional page if necessary.)

Signature _____ Date _____