**LETTER TEMPLATE**

**REFERENCE LETTER**

**(Your address)**

**(Current date)**

To,

Paragraph I: Identify the applicant and the capacity in which you came to know her.

Be specific to your relationship, how long you have known her and under what circumstances.

Paragraph II: Give as much evidence and information as possible of the applicant’s knowledge, maturity, and understanding of midwifery, missions or other aspects that may relate to her desire to study at new life. Please list any relevant experience you have had during the time you have known her.

Paragraph III: Give specific information on the applicant, including why you feel she is qualified, what she will be able to contribute, and why you are providing a reference letter.

Paragraph IV: (May take more than one paragraph). Give as much evidence as possible of any of the following attributes:

• communication skills (written and oral)

• willingness to take initiative

• level of motivation

• planning and organizational skills

• technical knowledge or skills

• flexibility/adaptability

• interpersonal skills

• willingness to accept responsibility

• willingness to demonstrate leadership

• analytical/problem-solving ability

• group interaction and teamwork skills

• Christian character

• reliability

• moods

• moral standards

• emotional stability

• submission

• physical health

• character and integrity

• relationship to family/friends/co-workers

Paragraph V: Conclude the letter with your recommendation with the overall positive qualities you have witnessed in the applicant. Please also list any areas of concern you may have or areas of growth in which you see this person could grow.

**(Your name)**

**(Your relevant title)**