

# SAMPLE LETTER OF RECOMMENDATION

**Name:** \_\_\_\_\_ **Phone**  
**Number:** \_\_\_\_\_

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**I. Instructions to the Student**

Fill in your name and phone number before giving this form to the individual who has agreed to complete this recommendation. You must supply TWO letters of recommendation, one of which must be an instructor who has been your instructor for at least one year.

**II. Instructions to Evaluator**

A. Please check the box in each row that best fits your evaluation of this student.

This student ...	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	No Basis to Judge
distinguished him/herself in my course(s).						
demonstrates intellectual curiosity.						
exhibits a genuine love of learning.						
is bright and insightful.						
has well-developed student skills.						
is highly motivated.						
I highly recommend this student for SOU's Honors College.						

B. Please attach a brief letter describing this student's academic abilities and potential for success in the XYZ College. Include the course(s) he/she took from you and how long you have known the student.

*Please print.*

\_\_\_\_\_  
 Evaluator's Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Evaluator's Job Position/School/Business

\_\_\_\_\_  
 Phone

Please mail the above form and recommendation letter to:  
 XYZ College  
 ADDRESS.