



University of North Carolina Wilmington

Career Center

www.uncw.edu/career

601 S College Rd, Wilmington, NC 28403-5924 PH (910) 962-3174 FAX (910) 962-4257

RECOMMENDATION FOR:

Student ID:

Please provide the above candidate with a statement concerning their professional competencies. Recommendation will be submitted for employment purposes only. You can use the scale below to rate the above candidate and/or write your reference on letterhead. Please be sure to include your original signature on the reference letter.

Please check as applicable	Excellent	Good	Acceptable	Needs Improvement	Not Observed
Professional & Academic Knowledge					
Teamwork Skills & Work Ethic					
Leadership Potential & Accountability for Actions					
Oral & Written Communication Skills					
Computer Knowledge / Skills					
Dependable & Reliable / Attitude					
Overall Potential / Evaluation					

COMMENTS:

Writer's Name & Title:

Date:

Institution / Organization:

Writer's (Electronic) Signature:

Phone: