

**INSTITUTE OF TEXTILE TECHNOLOGY
GRADUATE PROGRAM**

LETTER OF RECOMMENDATION

(Last Name)

(First Name)

(Middle Name)

To the Applicant: Under the Family Educational Rights and Privacy Act of 1974, a successful applicant for admission to the Institute of Textile Technology has access to his or her admission records, including letters of recommendation. However, an applicant may waive the right to see letters of recommendation, in which case such letters will be held in confidence. If an applicant has not signed a waiver, then it is assumed that this letter of recommendation is submitted with the recommender's understanding that the applicant, once admitted to and registered at the Institute of Textile Technology, may request to see the letter. Consideration of the application will not be affected in any way by the applicant's decision whether or not to waive the right of inspection.

If you wish to waive your right to examine this letter of recommendation, please sign here.

Signed _____ Date _____

To the Recommender: The person whose name appears above is applying for admission to the Institute of Textile Technology Master of Science Degree Program and has requested that your evaluation be included as part of the information on which we will base our admission decision. We would appreciate your candid evaluation of the applicant and we thank you for your time and effort.

- 1. How long and in what capacity have you known the applicant?**

- 2. Please use the space below and additional sheets if necessary to make statements on the applicant's qualifications for graduate study in manufacturing technology and leadership. Include his/her potential for becoming a responsible and successful manager, as well as an assessment of the applicant's major strengths, weaknesses and leadership capabilities.**

(Continued on other side)

3. In what areas does the applicant need the most improvement?

4. Please compare the applicant with others you have known during your professional career. Indicate the reference group with whom you are comparing this candidate (e.g., other graduate school candidates, other students, other employees).

	EXCEPTIONAL (TOP 2%)	OUTSTANDING (TOP 10%)	VERY GOOD (TOP 20%)	GOOD (TOP THIRD)	AVERAGE (MIDDLE THIRD)	BELOW AVERAGE (BOTTOM THIRD)	NO OPPORTUNITY TO OBSERVE
Intellectual Ability							
Leadership							
Ability to work well with others							
Creativity and imagination							
Maturity							
Self-Confidence							
Motivation and Drive							
Tenacity							
Personal Integrity							
Ability to analyze a problem							
Planning Skills (organization)							
Time Management							
Oral Communication							
Written Communication skills							
Potential for a career in management							

Recommendation for graduate study at the Institute of Textile Technology:

Strongly Recommend

Recommend with some reservation

Recommend

Do not recommend

My reservation(s) is/are: _____

Signature _____ Date _____

Name _____ Title _____

Employer _____ Telephone _____ Internet # _____

Business Address _____

City _____ State _____ Zip Code _____