

# LETTER OF RECOMMENDATION

*for Graduate Students*



*Elmhurst College  
Office of Admission  
190 Prospect Avenue  
Elmhurst, Illinois 60126-3296  
630.617.3400  
transcripts4EC@elmhurst.edu*

**Directions:**

Three (3) letters of recommendation are required as part of the application for admission to graduate study at Elmhurst College. Please request your recommendations from professors or administrators at your undergraduate school or from current or previous supervisors from your most recent professional work experience.

**Part A: To be completed by the applicant**

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name

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address city state zip

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telephone e-mail address

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graduate program

- I waive the right provided by the Family Rights and Privacy Act of 1974 (Buckley Amendment) to view this letter of recommendation in my file at Elmhurst College.
- I do not wish to waive my right. I wish to retain my right to view this letter in my file at Elmhurst College.

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signature of applicant

**Part B: To be completed by recommender**

Please rate the applicant on the following qualities.

	Excellent	Above Average	Average	Fair	Poor
Oral Communication Skills					
Written Communication Skills					
Academic Ability					
Works Well With Teams					
Critical Thinking Skills					
Professional Promise					

Please submit any additional comments (on the back or on a separate sheet) regarding your relationship to the application, your knowledge of the applicant's personal qualities, motivation and ability to be successful in graduate study, strengths and weaknesses, and what unique features you feel the applicant will bring to the graduate program at Elmhurst College.

**Return this recommendation to the applicant in the envelope provides, sealed and signed across the envelope flap or to the Office of Admission, Elmhurst College, 190 Prospect Avenue, Elmhurst, Illinois 60126-3296 directly.**

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name of recommender signature of recommender date

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title/school/company

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telephone number email address