

Confidential Letter of Recommendation — PDF Electronic Submission — Drexel University

Instructions for Recommender:

Please note: Acrobat Reader must be installed and used to fill-out and complete this form. You cannot open and fill-out this form using a browser such as Chrome, Safari, Internet Explorer, FireFox, etc. as it will not save the information you entered. It is advised that you compose your required narrative in Word, save it, then paste into the recommendation form accordingly. Other selections and inputs can be made directly on the form. We do not accept Google Docs or Microsoft One Drive documents. Thank you.



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Drexel University is providing you this PDF-fillable-form to submit a recommendation. Acrobat Reader must be installed and used to fill-out and complete this form. This recommendation is confidential and will not be released to the applicant nor a third party and will be used only in the evaluation of the application.

Please complete the applicant's name and email address. In addition, please provide your name, title, email address, employer, relationship to applicant and number of years/months known.

For the recommendation, complete the Skill Set Table and write a <u>required</u> short narrative (continue on the next page if necessary). Drexel University is particularly interested in skills that would have a strong bearing on the applicant's success in their program. When completed, save, attach and email to <u>applyduonline@drexel.edu</u>. We do not accept Google Docs or Microsoft One Drive documents. If you have any questions, please contact us at 877.215.0009 or by email at the address above. Thank you.

Applicant's Last Name	First Name	Email		
Recommender's Last Name	First Name	Title		
Recommender's Email		Employer		
Relationship to Applicant		Number of years/months known		

Skill Set Table:

	5 – Excellent	4 – Above	3 – Average	2 – Below	1 – Poor	Unable to
Skill Set		Average		Average		Assess
Analytical Ability						
Writing Skills						
Verbal Communication						
Experimental Ability						
Initiative						
Leadership						
Intellectual Skills						
Maturity						
Overall Performance						

Required Narrative:

Required Narrative (continued if needed):