

## Written Letters of Recommendation Guidelines

Howard University School of Social Work application requires four letters of academic recommendation. Those four letters of recommendation should be from three individuals you interacted with as an undergraduate: professors, academic advisors, faculty mentors, and one university-based internship/work/volunteer supervisor.

We are interested in faculty members' summary estimates of the candidate's general promise as a graduate student and professional social worker. The recommendation letter should address several of the following areas:

- **Written Communication:** Is the applicant an effective writer? Does the written work submitted demonstrate a mastery of the convention of English and follow the APA writing guideline? Is the written material clear, well-organized and forceful? Is the applicant articulate in oral expression?
- **Intellectual characteristics:** How do you rate the applicant in overall intelligence? How well does the applicant learn and retain information? What is your assessment of the applicant's skill in analysis and logic? What is the applicant's ability to deal with complex or abstract matters? Does the applicant show evidence of creativity? Has the applicant's academic record been affected by special circumstances such as work, social or academic background? What is your assessment of the applicant's analytical skills and ability to grasp new ideas? Does the applicant have the ability to apply his/her knowledge creatively?
- **Industry and self-discipline:** To what extent is the applicant persistent, efficient and motivated? Is the applicant able to work independently? Is there any reason to doubt the applicant's commitment to graduate study or diligence as a student?
- **Personal effectiveness:** Does the applicant possess the qualities of maturity and personal adjustment requisite for graduate study? Would you choose the applicant for graduate study under your tutelage? Does the applicant enjoy the trust and respect of fellow students and peers?
- **Potential for graduate study:** What is your prediction of the applicant's probable performance in graduate school? Does he/she have any specialized skill or studies in the field? Does the applicant have an aptitude for the chosen field? How does this applicant rate with other candidates who have been evaluated? Summary judgments which rank the applicant with past and present candidates are desired.
- **Knowledge of field of study:** What is the applicant's depth and breadth of knowledge in the field? Does he/she know how to use the methods in the field of study or have the experience in research? Where applicable, does the applicant have the requisite laboratory techniques?

### Letters should be addressed to:

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