



EDGEWOOD COLLEGE

Graduate Letter of Recommendation Guidelines

Feel free to make copies of this sheet and pass it along to anyone from whom you are requesting a Letter of Recommendation.

The following points should be comprehensively covered in the letter:

- In what context(s) and for how long have you known the applicant?
- Why would you recommend this person for graduate study? Areas to address include:
 - Academic strengths and interests
 - Work experience related to the applicant's field of study
 - Communication skills, written and oral
 - Research interests, experiences, skills
 - Personal characteristics, work habits, or other dimensions appropriate for graduate study
 - Career goals and objectives
- Any other observations or comments that might aid us in our admission decision?

Letters of recommendation can be e-mailed to the Graduate and Professional Studies Admissions office at gps@edgewood.edu or sent via USPS at:

Edgewood College
Attn: Enrollment and Applications Manager
1255 Deming Way
Madison, WI 53717

Letters of recommendation should be requested from persons who are familiar with your work experience and work ethic, and/or academic abilities. (Letters of character reference from family members and close friends are inappropriate.) Only current letters will be accepted; copies of older letters of recommendation, or letters for employment opportunities will not be accepted.