



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:
  1. Academic strengths and interests
  2. Work experience related to the applicant's field of study
  3. Communication skills, written and oral
  4. Research interests, experiences, skills
  5. Personal characteristics, work habits, or other dimensions appropriate for graduate study
  6. 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](mailto:gps@edgewood.edu) or sent via USPS at:*

Edgewood College  
Attn: Graduate and Professional Studies  
1000 Edgewood College Drive  
Madison, WI 53711

*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.*