

# Letter of Reference

This form must be sent directly to Cambridge College.

## Candidate

Your Name \_\_\_\_\_

Program Title \_\_\_\_\_

I authorize the faculty reference named below to provide an evaluation/letter of reference of me to Cambridge College. I understand that federal legislation provides me the right to access this information and that I may waive this right but no school or person can require me to do so.

I hereby  waive  do not waive my right to access this information.

Signature \_\_\_\_\_

date \_\_\_\_\_

## Professional Reference

Please give your candid evaluation of the candidate. The more specifically you assess the skills, strengths, and weaknesses, the more useful this letter of reference will be to the Admissions Committee. The following questions suggest the kind of information we are seeking. Please write two or three paragraphs.

- ◆ How long have you known the candidate and in what capacity?
- ◆ What are the candidate's strongest skills, and how would you assess the candidate's overall strengths and weaknesses?
- ◆ How well do you think the candidate has considered plans for college study, and how would you assess the candidate's motivation for study?
- ◆ Individualized M.Ed. candidates — please evaluate the candidate's ability to work independently.

**Professional reference please complete and mail to:**



**Cambridge College  
Office of Student Records  
1000 Massachusetts Avenue  
Cambridge, MA 02138**

Please complete this chart.

Attribute	Outstanding	Above Average	Average	Below Average	Very Poor	No Basis for Evaluation
Character						
Self-motivation						
Level of professional performance						
Ability to work with others						
Ability to work in chosen field						

Name \_\_\_\_\_

Relationship to candidate \_\_\_\_\_

Profession and title \_\_\_\_\_

Address \_\_\_\_\_

Name of company, school, or organization \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_