



**OFFICE OF GRADUATE STUDIES
ALCORN STATE UNIVERSITY
1000 ASU Drive #689
Lorman, MS 39096**

RECOMMENDATION LETTER

TO THE INDIVIDUAL PROVIDING THE RECOMMENDATION: It would be most helpful if you use the following suggested content in making your recommendation. **Submission preference from the reference is via email to graduatestudies@alcorn.edu.**

- Explain how you know the student. Speak to the student’s abilities in several specific contexts rather than stating you know the student from class or as a neighbor.
- Provide a detailed narrative in letter format of all the attributes that will give an indication of this student’s potential for success in Graduate School.
- Give supporting statements with specific examples about student’s academic ability, general knowledge, oral and written skills, emotional maturity, motivation, ability to work with others, leadership skills, computer skills, initiative, and potential for professional success.
- Compare the student to his/her peers and the letter should explain exactly what makes the student stand out.
- Describe the student's capacities in specific ways rather than simply noting that he/she is an excellent student prepared for grad school (all letters say that!)
- Indicate the strength of your overall endorsement of the applicant (i.e., highly recommended so, please indicate the strength of your overall endorsement of the applicant (i.e., **highly recommended, recommended, recommended with some reservations, or not recommended**). Feel free to include any other comments that you deem pertinent to the applicant’s potential to pursue graduate study. Thank you.

Formats

1. If you are using the electronic format sent to you from the First Time Graduate Application, keep the following in mind in completing the form.

Graduate Letter of Recommendation	
SECTION	DESCRIPTION
Applicant Name:	Give the name of the applicant you are writing the letter of recommendation for and make sure you list the full name of the applicant.
Letter of Recommendation Text:	Include the suggested tips above in composing the body of the letter of recommendation. It is important you address the applicant’s potential for academic scholarship at the advanced level.
Signature:	The reference should sign the letter.
Title:	List your title
Institution:	Name the collegiate institution you represent or the name of your business or place of employment.
Mailing Address:	Address which you receive postal mail.
City:	List your mailing address city.
State:	List your mailing address state.
Zip:	List mailing address zip code.
Telephone:	List the telephone number you can be contacted in case of questions the admission committee might pose.
Email:	Give an email address you check frequently.

2. If you are composing the letter of recommendation using the standard letter format, use the following.

[Individual's or Business Letter Head which includes the following]

[Sender's Name]
[Sender's Address, Line 1]
[Sender's Address, Line 2]
[Sender's Phone Number]
[Sender's Fax Number]
[Sender's E-mail Address]

[Today's Date]

[Graduate Admission Committee]
[Alcorn State University]
[[1000 ASU Drive #689, Suite 519]
[Lorman, MS 39096]

Dear [Graduate Admission Committee:]

[Body context for letter of recommendation]

[Closing]

[Signature]
[Title]

Yours Sincerely,

[Signature]

[Sender's Name and Title]

PLEASE MAIL DIRECTLY TO: Vice Provost for Academic Affairs and Graduate Studies, Alcorn State University, 1000 ASU Drive #689, Alcorn State, Mississippi 39096 or Fax To (601)877-6995 or Email to graduatestudies@alcorn.edu .

Revised May 2014