



Letter of Recommendation Guidelines

We appreciate your time and dedication to the success of the recommended applicant.

Please include:

- ✓ Your Title/Position/Credentials
- ✓ Date that recommendation was written

Guidelines:

A good letter of recommendation should provide an accurate assessment of the applicant's suitability for an undergraduate degree program at Northeast Maritime Institute. A good letter of recommendation *must* contain the following elements:

- Briefly explain your relationship with the applicant
- Length of time you have known the applicant
- Your observation of the applicant's academic, professional and/or personal traits

Please address some or all of the following elements:

- **Work Ethic**
- **Unique or Remarkable Personality Qualities**
- **Noteworthy Level of Knowledge in Specific Areas**
- **Maturity Level and Ethical Responsibility:** Does the applicant behave in an honest and ethical manner? Are they reliable in personal, academic and/or professional obligations?
- **Insight into Applicant's Perspective of their World/Future**
- **Capacity for Improvement:** How does the applicant receive instruction/correction? Are they comfortable asking for directions/assistance when needed?
- **Suitability for the Program:** Does the applicant display academic and technical competence/knowledge to succeed at a maritime school?
- **Teamwork:** Does the applicant possess the ability and willingness to work in groups/teams?
- **Task Completion:** Does the applicant complete tasks in a timely manner? Are they flexible in their ways of thinking?