

## **Guidelines for writing a Recommendation Letter from the Employer (Graduate program)**

Following are the questions that need to be answered while writing a recommendation letter:

- Q1. How do you know the candidate as in what capacity?
- Q2. For how long do you know the candidate?
- Q3. What all projects the candidate has handled and how well has he handled them?
- Q4. Give an overall opinion about how the candidate has matured and evolved?
- Compare the transformation that has taken place in the candidate's attitude and aptitude during the experience
  - Describe a talent or a character trait that the candidate has developed and is positive for his career
- Q5. Mention any extraordinary characteristic or achievement of the candidate?
- Mention a/some exceptional characteristic of the candidate
- Q6. Why do you think the candidate is eligible for the course he is going to pursue?
- Tell about the candidate's potential for succeeding in the choice of career
- Q7. Describe how effective is the candidate while working with others?
- Q8. Compare the candidate's achievements with his peers.
- Q7. What qualities does the candidate possess to be able to adapt and adjust with the international environment and diverse candidate community?
- Describe candidate's interpersonal skills
  - Describe about the proficiency in English language (class discussions, presentations, technical papers)
  - Elucidate candidate's behavior skills with peers and teachers
- Q8. Why do you think that the candidate has the aptitude for pursuing this graduate program and at this university?
- Q9. How will the university help the candidate in achieving his career goal?