



758 Marrett Road | Lexington MA 02421

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www.minutemanti.org

Jill Asser, *Director*

Ronald Marino, *Coordinator of Workforce Development*

Emily Blackwood, *Administrative Assistant*

RECOMMENDATION LETTER

To be filled out by a supervisor, teacher, or colleague.

APPLICANT INFORMATION

Applicant Name: _____ Program applying to: _____

RECOMMENDATION

Company: _____ Phone: _____

Name: _____ Title: _____

Address: _____ City, State, Zip: _____

How long have you known the applicant? _____

Please access the candidate in the following areas

| | Excellent | Good | Average | Needs Improvement |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Attendance & Punctuality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cooperation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Judgement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mechanical Aptitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reliability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work Ethic | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Please comment on the ability and accomplishments exhibited by the applicant.

Signature

Date

Please return to Minuteman Technical Institute:
Mail to: 758 Marrett Road
Lexington, MA 02421

Fax to: 781.861.7250
Email to: mti@minuteman.org