



NM CLINICAL SCHOOLS & PROGRAMS
MEDICAL ASSISTANT PROGRAM
LETTER OF RECOMMENDATION FORM

Educationally/Professionally Related

Note to the applicant: Please fill in your name below and forward this form to the individual you have asked to provide a reference. **NM employee: Form must be completed by department manager or lead personnel. Other applicants: Form must be completed by manager or instructor from current or most recent job/school.** The reference should complete this form and email it directly to schools@nm.org by the application deadline.

Name of Applicant:

Note to person completing this form: Your assessment of this applicant will greatly assist the Admissions Committee in its decision. The recommendations are an important part of the application process and your time in providing this information is greatly appreciated. Please send this completed form directly to schools@nm.org.

NOTE: If you wish to write a letter in addition to this form, please send it along with this form.

Name of Reference:

Title & Employer:

Email address:

1. How long and in what capacity have you known the applicant?

2. What characteristics do you consider to be the applicant's principle strengths and talents?

3. In what areas, if any, can the applicant improve?

4. Using the chart below, please give your appraisal of the applicant relative to other individuals you have known in a similar capacity.

5 = strongly agree 4 = somewhat agree 3 = neutral
 2 = somewhat disagree 1 = strongly disagree N/A = not observed

Demonstrates exceptional intellectual ability	
Exhibits maturity and self-control, even in situation involving conflict or stress	
Takes initiative to prioritize and complete tasks, needing little or no supervision	
Shows attention to detail, resulting in few if any errors in his/her work	
Shows a high level of dedication to his/her work	
Works well in team-oriented environments	
Is able to synthesize information from various sources to solve a problem	
Approaches his/her work with confidence and a positive attitude	
Plans, executes, and manages work in a disciplined and organized way	
Promptly and clearly communicates pertinent information	
Acts in accordance with the highest possible standards of ethics and integrity	
Demonstrates leadership skills	
Consistently meets or exceeds goals	

Describe briefly the population against which you are rating the candidate.

5. Use the space provided below to note any additional comments concerning the applicant, particularly his/her aptitude for an education and career in healthcare.

Overall Rating:

Strongly Recommend Recommend Recommend with reservations Do not recommend

Signature (*electronically typed signature is acceptable*) **Date**