

PROFESSOR DOLAN INFORMATION SHEET FOR A LETTER OF RECOMMENDATION

NAME:

ANTICIPATED GRADUATION DATE:

CLASSES TAKEN WITH PROFESSOR DOLAN AND GRADES:

Each individual is unique, as is each opportunity, and I want to know which of your skills you perceive as your strongest and most relevant for the opportunity to which you are applying. Please pick no more than five skills from the following list:

- Motivation and work ethic
- Initiative
- Intellectual capacity
- Emotional stability and maturity
- Professionalism
- Writing skills
- Oral communication
- Teaching/mentoring skills/capacity
- Creativity
- Integrity
- Personal/interpersonal skills (ie. working in a group or with diverse populations)
- Time management skills
- Project management skills
- Technical skills (data analysis, data management, etc.)
- Other

Please provide me with a specific behavioral example of something you have done during your college career that will allow me to say that you possess the skills and characteristics you identified. This should not simply be a statement of your personality—you should describe actual instances in which you have exhibited the skill. While it is better for me to have directly observed the examples, I can also comment on your role in other facets of your experience at W&M (campaign work, extracurricular involvement, volunteering, etc.) You should address why this skill or characteristic is pertinent to the opportunity to which you are applying.