



PERSONAL LETTER OF RECOMMENDATION INSTRUCTIONS

This applicant is applying for my nomination to a United States Service Academy.

NOTE: I rely heavily on the recommendation that you are submitting for this applicant as an assessment of character. In fairness to the applicant, I ask that you be as explicit as possible in describing your contact with and observations of the applicant. Your recommendation will be held in strict confidence.

SUBMITTING YOUR RECOMMENDATION:

Preferred method: Upload your recommendation letter by following the instructions in the accompanying email request.

2nd Option: If you are not able to upload the recommendation, please provide your recommendation in a sealed envelope with your signature across the flap and return directly to the applicant.

If the Preferred method and Option 2 are not possible, please email your letter as a (PDF or Word Document) to academy_nominations@capito.senate.gov with the applicant's name in the subject line.

Mandatory Information for the Recommendation Letter

When writing your recommendation letter, please ensure your letter includes the following information:

- Date
- Your Name
- Your Address
- Your Phone Number
- Your Email Address
- Your Signature
- How are you associated with the applicant (ex. personal friend, employer, neighbor, relative, etc.)?
- What is the length of your acquaintance (ex. I have know Candidate X for 3 months, 12 years, etc.)?

Personal and Professional Observations

Additionally, when writing your recommendation, incorporate your personal and professional observations, where applicable. The following information is very helpful in the board's review of the candidate:

- Personal observations of the candidate, including, but not limited to,
 - Strengths of the candidate
 - Weaknesses of the candidate
 - Skills and Accomplishments of the Candidate
 - Observed leadership characteristics demonstrated by the candidate
 - Adaptability - Your observation(s) of the candidate in stressful situations
 - Collaboration - Your observation(s) of the candidate working with others
 - Your rating of the candidate in comparison to his/her peer group
 - Compelling factors that you have identified that make the candidate stand out