

## Newlife International School of Midwifery Suggested Letter of Recommendation Format

*Please email directly to the director at: [director@midwiferschool.org](mailto:director@midwiferschool.org) or [midwiferschool@yahoo.com](mailto:midwiferschool@yahoo.com)*

**Below is a suggested format for a letter of recommendation from your pastor, teacher/employer and family/friend:**

*(your address)  
(current date)*

*To Newlife International School of Midwifery:*

*Paragraph I: Identify the applicant and the capacity in which you came to know her. Be specific to your relationship, how long you have known her and under what circumstances.*

*Paragraph II: Give as much evidence and information as possible of the applicant's knowledge, maturity, and understanding of midwifery, missions or other aspects that may relate to her desire to study at Newlife. Please list any relevant experience you have had during the time you have known her.*

*Paragraph III: Give specific information on the applicant, including why you feel she is qualified, what she will be able to contribute, and why you are providing a reference letter.*

*Paragraph IV: (May take more than one paragraph) Give as much evidence as possible of any of the following attributes:*

- *communication skills (written and oral)*
- *willingness to take initiative*
- *level of motivation*
- *planning and organizational skills*
- *technical knowledge or skills*
- *flexibility/adaptability*
- *interpersonal skills*
- *willingness to accept responsibility*
- *willingness to demonstrate leadership*
- *analytical/problem-solving ability*
- *group interaction and team work skills*
- *Christian character*
- *reliability*
- *moods*
- *moral standards*
- *emotional stability*
- *submission*
- *physical health*
- *character and integrity*
- *relationship to family/friends/co-workers*

*Paragraph V: Conclude the letter with your recommendation with the overall positive qualities you have witnessed in the applicant. Please also list any areas of concern you may have or areas of growth in which you see this person could grow.*

*(your name)  
(your relevant title)*