

**Instructions for Recommenders**  
**Letter of Recommendation Guidelines**  
**Master's Program in Biology**

**Subject:**

Letter of Recommendation for {Name of Applicant}

**Recommender:**

The applicant named above is applying for admission to the San Francisco State University Master's Program in Biology.

In your letter, please indicate:

- (1) How long and in what capacity have you known the applicant?
- (2) Your assessment of the applicant's ability to excel in this master's degree program.
- (3) Your personal impressions of the applicant's intellectual ability, capacity for analytical thinking, professional skills and experiences, aptitude to conduct research in the field, persistence and motivation, and ability to work in the environments associated with this field of study.
- (4) Your assessment of the applicant's verbal and written communication skills.
- (5) If applicable, include any known obstacles the applicant may have had to overcome to attain her or his educational goals.

**Please also include:**

- Your name
- Position or Title
- Company/University
- Address
- Phone number
- E-mail
  
- All letters should be on official university or company letterhead

The letter of recommendation is due by February 1st.

You do not need to send this form.

Email the letters to [biograd@sfsu.edu](mailto:biograd@sfsu.edu)

Thank you for assisting us in the evaluation process.