



Letter of Recommendation

Section I: Applicant Information

Name: _____ Date: _____
 Address: _____ City, State ZIP: _____
 Phone: _____ Email: _____

Section II: Recommendation

Company: _____ Phone : _____
 Name: _____ Relationship: _____
 Address: _____ City, State ZIP: _____

1. How long have you known the applicant? _____ Years _____ Months
2. Please give your personal appraisal of the applicant with regard to the following:

	Outstanding	Excellent	Good	Average	Below Average
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Aptitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please comment on the ability and accomplishments exhibited by the applicant. In addition, please address why you are recommending them for employment. (Please use an additional page if necessary.)

 Print Name _____
 Title

 Signature _____
 Date

Return to: Holt of California, Attn: Max Jones Jr.
 (Please attach a business card if one is available)