

To: Whom It May Concern:

Re: Request for Letter of Recommendation

You have been asked to write a letter of recommendation for a person who is applying to the Onward Program at The University of Maine. The Onward Program offers small college developmental classes, peer tutoring, and counseling support in a positive academic environment that has enabled hundreds to achieve their goal of a degree at UMaine.

Our students possess the qualities to be successful in college but lack the academic credentials to be accepted directly into a degree program. Often, our students have tried the world of work and have discovered that they both need and want a better education. They frequently lack adequate preparation and have financial constraints that seem to present insurmountable obstacles. The Onward staff has the skills and expertise to help students be successful throughout their college experience.

We urge you to speak candidly and specifically and respond to the questions that relate to your knowledge of this applicant.

- How do you know this person?
- What is your knowledge of this person's work or school history?
- What are the specific examples of their perseverance in the face of challenges?
- Please give examples of this person's dependability.
- What is your perception of this person's openness to new ideas and situations?
- Describe this person's ability to work collaboratively with others.
- Is this person tough, resilient, responsible and motivated enough to pursue a bachelor's degree?
- Will she or he persist and complete a degree?

Please include any additional information you feel would help us in determining whether this applicant would benefit from the Onward Program. You may return your completed letter of recommendation to the address above. Do not hesitate to call (207.581.2320) if you have any questions. Thank you for your assistance.

Sincerely,



Director