

QUEENS COLLEGE
City University of New York
Education Unit

Letters of Recommendations and Personal Statement Review Form
For All Graduate Applicants in the Education Unit

Applicant's Name: _____ **UNG GPA:** _____

Reviewer: _____ **Date:** _____

Subject Area/Program: _____

Letters of Recommendation

Letter	Weak = 1	Limited = 2	Very Good = 3	Strong = 4
1				
2				
3				

Total Rating Letters of Recommendation = _____

Personal Statement

Criteria	Weak = 1	Limited = 2	Very Good = 3	Strong = 4
Content	Addressed topic but weak focus Irrelevant ideas	Focused on topic Ideas only loosely related to main ideas	Focused on topic Includes relevant ideas	Focused, purposeful Reflects clear insights & ideas
Organization	Lacks logical progression of ideas	Includes brief skeleton Lacks transitions	Includes logical progression of ideas Clear transitions	Clearly organized Fully developed
Writing Mechanics	Frequent errors in spelling, grammar & punctuation	Errors in grammar, punctuation and/or proofreading	Occasional grammatical errors Questionable word choice	Professional Error free

Total Rating Personal Statement = _____

Total Rating = _____