

HARVARD GRADUATE SCHOOL OF DESIGN
 48 Quincy Street, Room 420, Cambridge, Massachusetts 02138
 PHONE: 617-495-9345 FAX: 617-384-9529
 http://www.gsd.harvard.edu/loebfell

THE LOEB FELLOWSHIP
Letter of Recommendation

To the Recommender

Thank you for your willingness to provide a candid assessment of the Applicant indicated below, who is a candidate for the Loeb Fellowship at the Graduate School of Design. The Loeb Fellowship invites persons of demonstrated exceptional accomplishment and leadership in architecture, landscape architecture, urban design and planning, and related fields to pursue a program of independent study at Harvard. Each year the program selects ten mid-career professionals, who will use self-directed time at Harvard creatively to expand their abilities to improve the quality of the built and natural environments.

Name of Recommender _____

To the Applicant

Please print or type your name and address in the area provided below, then check and sign the **Right of Access Statement**. Forward this form to the person you have chosen to evaluate your qualifications as a potential Loeb Fellow.

Name of Applicant

Last	First	Middle	Birthdate (optional)
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Address

Home or Office

City	State	Zip Code	Country
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Telephone	Fax
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Right of Access Statement

Federal Legislation provides all applicants with a right of access to this recommendation which may be waived, but no school or person can require a waiver of this right.

Please check and sign one of the following statements:

_____ I hereby waive my right of access to this recommendation and authorize the recommender to provide a candid evaluation and all relevant information to the Loeb Fellowship Program of the Harvard University Graduate School of Design.

_____ I do **not** waive my right of access to this recommendation, but I do authorize the recommender to provide a candid evaluation and all relevant information to the Loeb Fellowship Program of the Harvard University Graduate School of Design.

Signature of Applicant

_____ **Date**

_____ **Name (please print or type)**

To the Recommender

Please read all the questions before you begin to answer them. We prefer that you convey the information requested below in the form of a letter, but you may use this form if it is easier for you. We are interested not only in the applicant's professional qualifications, but also in his or her energy, self-direction and potential for active leadership at a higher level.

Once completed, this letter of recommendation should be returned **to the applicant**. In order to ensure confidentiality, place the completed letter in a sealed envelope and sign across the back flap. You may wish to read the **Right of Access Statement** the applicant has signed on the front of this page.

Competition for the Fellowship is intense and an honest evaluation of candidates by their professional colleagues is an important part of the process. We thank you for your time and thought in completing this evaluation.

How long have you known the applicant and in what capacity?

Please describe and give examples of the candidate's greatest professional skills?

Please describe and give examples of the candidate's leadership capacity?

How would you describe the core values of the candidate? What truly motivates him/her?

An important element of the Loeb Fellowship is the vibrant interaction among the community of ten fellows. How do you expect the candidate might contribute in this environment?

No one is perfect. How would you hope the candidate grows during a Loeb Fellowship year?

What else do we need to know to get a full picture of the candidate?

Signature of Recommender

Name (please print or type)		Date
Title		
School, agency or firm		
Address		
City	State	Zip Code
Telephone	Email	

Thank you very much for your help.
Harvard University is an equal opportunity/affirmative action institution.