

**2016-2017 Congresswoman Vicky Hartzler – Academy Nomination Form  
COLLEGE ADVISOR/FACULTY EVALUATION AND LETTER OF  
RECOMMENDATION GUIDELINES**

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Name of Applicant (Last, First, Middle) \_\_\_\_\_

Date of Birth \_\_\_\_\_

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The person named above is applying for a nomination to a U.S. Service Academy. The questions below help the Congresswoman select the best possible candidates. We know that it takes you a considerable amount of time and effort to complete this form and letter of recommendation. We appreciate your honest evaluation and help in this process.

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**Un-Weighted 4.0 GPA:** \_\_\_\_\_

**High School Rank: #** \_\_\_\_\_ **Out of** \_\_\_\_\_ **(based on at least 6 semesters)**

\*If you cannot give us a rank, please use the percentage of graduating class.

**Please rank the applicant among his/her peer group:**

\_\_\_\_\_ Excellent, among the best I have known      \_\_\_\_\_ Very Good, stands out in relation to peers

\_\_\_\_\_ Average      \_\_\_\_\_ Below Average

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

School: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Using school letterhead, please attach your letter of recommendation.**

**To help formulate your letter, you might consider the following questions:**

1. How long have you known the applicant and in what capacity?
2. What are the applicant's strengths, talents, or unique qualities?
3. What do you consider the applicant's limitations or weaknesses?
4. What are the applicant's leadership characteristics and reactions to stressful situations?
5. Do you know of any personal circumstances that might affect the applicant's performance?

***Please return this completed form and your letter of recommendation in a sealed envelope with your signature across the flap to the address below. It must arrive no later than October 12, 2016.***

Attn: Academy Coordinator  
Congresswoman Vicky Hartzler  
2415 Carter Lane, Ste 4  
Columbia, MO 65201  
202-225-2876