



Dear \_\_\_\_\_:

WomenVenture is a non-profit agency dedicated to supporting women-owned businesses, and I am applying to volunteer with them. WomenVenture requires their consulting and training volunteers to obtain recommendations from colleagues or supervisors who are familiar with their work. Since you have knowledge of my qualifications, please respond to the following questions and email this document to Laura Euller at [leuller@womenventure.org](mailto:leuller@womenventure.org). Thank you!

**\*\*\* LETTER OF RECOMMENDATION FOR WOMENVENTURE \*\*\***

**Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Individual providing recommendation:** \_\_\_\_\_

1. Please describe how and for long you have known this applicant?
2. If the applicant was a coworker/supervisor/employee, what responsibilities did s/he have while working for/with you?
3. This volunteer applicant is interested in being an on-call consultant and/or trainer to assist our class participants and loan clients, mostly women, with aspects of running their business. This could take the form of financial advice, legal assistance, mediation services, HR consulting, business plan review etc. Does this applicant have experience in one of these or a different area, and in your opinion, is s/he qualified to assume that kind of responsibility? Please provide a specific example of experience.
4. Please describe the applicant's interpersonal style. In particular, how the applicant relates to individuals of varying income levels and ethnicities?
5. Please list some of the applicant's strengths.
6. Please describe the applicant's time management skills, (i.e., punctuality, timeliness in completing work).
7. We trust our volunteer consultants to use their skills in the best interests of our clients, and this can involve negotiations or advice that involve large sums of money or may have an impact on a client's financial situation. Are there any reasons we should be aware of that might cause you hesitation in entrusting that kind of responsibility to this applicant?
8. In your opinion, is the applicant someone from whom clients would be willing to take business advice?
9. Are you aware of any professional malpractice incidents against this applicant?
10. Is there anything else we should know about this applicant?