



**Applicant Ability and Skills Rating Form**

**Applicant's Name:** \_\_\_\_\_

Dear Colleague:

The person identified above has applied for a college scholarship with Words of Comfort Ministries, Inc., (WOC) and has listed you as a reference. WOC is a religious organization affiliated under section 501©3 of the Internal Revenue Code. WOC is an established grassroots non-profit Christian Counseling Ministry located in Snellville, Georgia. As a reference, your frank and objective evaluation of the applicant's abilities will play an important part in our selection process. To assist us in the review process, we ask that you complete the table below on this rating form and address the following items in an accompanying letter of recommendation.

1. Indicate your name, title, organization, how long you have known the applicant, and in what capacity (e.g., employer, supervisor, teacher, or community advisor).
2. For each of the following six areas, please rate the applicant's abilities and skills and in your letter provide comments related to your rating and any additional strengths or weaknesses that you feel will be helpful in the selection process. Please include examples that draw on your interactions with the applicant.

Please use the following scale: 5 = Top 5% 4 = Top 10% 3 = Top 20% 2 = Top 50% 1 = Below 50% U = Unable to assess

Applicant's Abilities and Skills	Your Ranking
Quantitative skills (e.g., data analysis)	
Analytical thinking (e.g., problem solving)	
Written communications	
Oral communications	
Interpersonal and team skills	
Productivity	

Failure to provide a quantitative score in the areas listed above will result in an incomplete application packet for the applicant. **Please complete this form and the letter of recommendation. Submit both together in a SEALED envelope and provide to the scholarship applicant. SPECIAL NOTE: ENSURE SEALED ENVELOPE INCLUDES AN ORIGINAL AND TWO COPIES OF THE LETTER OF RECOMMENDATION AND APPLICANT'S ABILITY AND SKILLS FORM BEFORE PROVIDING TO STUDENT.**

Signature/Date \_\_\_\_\_ Phone number of Rater: \_\_\_\_\_

Thank you for your assistance. If you have any questions, please contact Victoria Clay-Wright, Scholarship Coordinator via email at [vcclaywright@gmail.com](mailto:vcclaywright@gmail.com) or by phone at 404-964-1124 or contact me via the information below.

Sincerely,

*Dr. Gayle S. Daniels*

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