

The letter of recommendation should encompass a comprehensive list of the candidate's qualifications, potential, and suitability for doctoral-level studies in the field of information technology. Below is a list of key elements the recommendation should include. While all areas are not required, it is highly recommended that most elements be sufficiently covered.

Key elements to include when the recommendation is academically related:

1. Your relationship with the candidate and your knowledge of the candidate's qualifications and accomplishments.
2. A summary of the candidate's educational background, which includes graduate and undergraduate work.
3. Discuss the candidate's academic performance. Include any honors, awards, or specific research projects relevant to the DIT program.
4. Assess the candidate's research abilities and potential as a scholar. Be sure to mention any publications, projects, or conference presentations the candidate has been involved with.
5. Explain how the candidate's academic and research interests align with the program and why the candidate is a good fit.
6. Describe the candidate's potential to make meaningful contributions to the field of information technology through research or projects. Specifically, highlight areas the candidate could pursue.

Key elements to include when the recommendation is industry related:

1. Your relationship with the candidate and your knowledge of the candidate's qualifications and accomplishments.
2. Describe instances where the candidate has demonstrated leadership and their ability to collaborate with mentors.
3. Discuss the candidate's relevant professional experience in Information Technology.
4. Comment on relevant industry projects that have equipped the candidate for doctoral level work.
5. Highlight the candidate's personal qualities, such as motivation, perseverance, adaptability, and a passion for learning.
6. Describe the candidate's potential to make meaningful contributions to the field of information technology through research or projects. Specifically, highlight areas the candidate could pursue.