

## REFERENCE LETTER FORM



Please complete all sections of the Reference Letter Form and return to the Applicant.

The form consists of three sections:

- A. Applicant Information
- B. Contact Information
- C. Recommendation

A. TO BE COMPLETED BY APPLICANT	
Full Name:	Application ID:
B. TO BE COMPLETED BY REFEREE	
First Name:	Last Name:
Title:	
Organization:	
Address:	
Email:	Phone:
Signature:	
Date:	
C. RECOMMENDATION	
Provide answers to each of the questions below. (200 word maximum per section)	
1. Describe your relationship to the candidate, and describe the circumstances under which you know her or him.	

2. Please give your overall evaluation of the candidate's suitability as an Equinox Summit forum member by comparing the candidate with a representative group of colleagues with the same training and experience in the following areas:

- 0 = Not Applicable – inadequate opportunity to observe
- 1 = Below Average – lower than 50%
- 2 = Average – upper 50%
- 3 = Above Average – next highest 5%
- 4 = Outstanding – highest 5%
- 5 = Truly Exceptional – equivalent to the very best you know

	Oral Communication
	Written Communication
	Media or Public Communication
	Team Skills
	Industry/Perseverance
	Potential Research Ability

3. The forum will be comprised of individuals with experience in one or more of the following areas: politics, policy, civil society and business. Describe the applicant's relative expertise across one or more of these areas as it relates to global energy issues.

## REFERENCE LETTER FORM



4. Please include below anything else you would like to share about the candidate that is relevant to the application.

For more information about the Equinox Summit, visit [equinoxsummit.org](http://equinoxsummit.org).