



# Junior Volunteers – Mercy Springfield

## Letter of Reference

To Whom It May Concern:

\_\_\_\_\_ is applying for membership into the Junior Volunteers Program. Junior Volunteers is a program that provides students interested in the healthcare field the opportunity to interact with and assist patients, family members, and co-workers. You have been selected by the student to provide a reference. Please provide the following information:

Name: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

How long have you known this student? \_\_\_\_\_

Please rate on a scale from 1 (lowest) to 5 (highest) the following areas:

Responsibility & Maturity	1	2	3	4	5
Eagerness to Learn	1	2	3	4	5
Effective Listening Skills	1	2	3	4	5
Interest in Healthcare	1	2	3	4	5

Why would you recommend this student for the Junior Volunteer program? (Please attach a separate sheet if necessary)

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

Thank you for completing this reference. Please email the completed letter to Jennifer Elswick. ([Jennifer.Elswick@mercy.net](mailto:Jennifer.Elswick@mercy.net))

**ALL REFERENCES ARE KEPT CONFIDENTIAL**