



Guidelines for Writing a Letter of Recommendation

PLEASE GIVE THIS FORM TO YOUR RECOMMENDER.

Thank you for agreeing to write a letter of support for a student applying to the Washington Program! These letters are examined carefully and play a fundamental role in the selection of UC Davis Washington Program participants.

Please understand that your letter of recommendation will be used for our program and, if the applicant is admitted to the program, the letter will be forwarded to potential internship agencies and organizations. Please address the letter “**Dear Internship Coordinator.**”

Letters of recommendation can be emailed directly to washingtonprogram@ucdavis.edu.

Suggested Letter of Recommendation Guidelines

- How long, and in what capacity, have you known this student?
- Please provide your opinion on this student’s personal maturity, work ethic, and their workplace or classroom interactions based on your direct observation.
- Please comment on the applicant’s specific academic and/or professional knowledge/skills/abilities (i.e. background in their specific discipline, motivation to learn, intellectual capacity, communication skills, etc.) that would contribute to the success in this program if they are admitted.
- Please comment on the applicant’s personal attributes (i.e. maturity, adaptability, problem solving skills, etc.) that may help his/her success in this program.

NOTE: The above are suggested guidelines only. Please feel free to offer a constructive evaluation/recommendation in any appropriate manner you wish. All letters of recommendation must be received by 12:00am (midnight) on the date of the application deadline in order for the letter of recommendation to be considered alongside the student’s full application. Please ask the student for the exact deadline of their application materials.