



## **Guidelines for Writing a Letter of Recommendation**

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](mailto:washingtonprogram@ucdavis.edu).

### **Suggested Guidelines**

1. How long and in what capacity have you known this student?
2. Please provide your opinion on this student’s personal maturity, work ethic, and their workplace or classroom interactions based on your direct observation.
3. 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 may help his/her success in this program.
4. 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:** These 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) to give the applicant full consideration. Please refer to the [deadline page](#) for exact dates.