

Name of Applicant: \_\_\_\_\_

Quarter of Application: \_\_\_\_\_

Deadline: \_\_\_\_\_

### **Guidelines for Writing a Letter of Recommendation for the UCR - UC Washington Academic Internship Program (UCDC)**

Thank you for writing a letter of recommendation for this student's application to the UCR - UC Washington Academic Internship Program (UCDC). **Please be aware that, in addition to being part of the student's application to UCDC, your letter will be used to help support the student's applications to internship sites in Washington, DC, if she or he is admitted to the program.** This letter may have more than one destination and reader.

Please address your letter to "Dear Internship Coordinator:" and address the following items:

- How long and in what capacity have you known this student?
- Please provide your opinion of this student's overall academic and/or professional preparation and aptitude for study and work in Washington, DC.
- Please provide your opinion of 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 may help or hinder his/her success in an internship and the UCDC program.
- Please comment on the applicant's personal attributes (i.e. maturity, adaptability, problem solving skills, etc.) that may help or hinder his/her success in this program.
- How does this student compare to other students you have worked with in a similar capacity?

You can learn more about the UCDC Program by visiting [www.ucdc.ucr.edu](http://www.ucdc.ucr.edu).

**Letters of recommendation should be emailed to Kathleen Sawa as a PDF at [kathleen.sawa@ucr.edu](mailto:kathleen.sawa@ucr.edu) and should be on official letterhead.**

**Undergraduate Education  
Attn: Kathleen Sawa  
Hinderaker Hall Suite 1100 A  
University of California, Riverside  
Riverside, CA 92521**

**Questions?** Please contact the UCDC Program Coordinator, at [kathleen.sawa@ucr.edu](mailto:kathleen.sawa@ucr.edu) or 951-827-2634.