Instructions for Letter of Recommendation

For the Student: Please complete the information in this section and give a copy of these instructions to one faculty member AND one employer/supervisor. A letter of recommendation must be received from at least one employer/supervisor and one instructor.

NAME: ___________________________ STUDENT ID#: ___________________________

SEMESTER: (Please circle): FALL SPRING YEAR: 20___

For the Employer/Instructor: The above student has asked for a letter of recommendation from you to participate in the Washington DC Internship program at Butler University. Through this program, he/she will live, work, and learn in Washington DC by fulfilling the requirements of an internship while enrolled in academic courses offered thru Butler University in Washington DC.

Letter of Recommendation Suggested Guidelines:
1. This is a professional letter of recommendation. Your letter of recommendation will be circulated to potential employers as the student applies for internship positions at various different sites.
2. Please address the letter “To Whom It May Concern”.
3. Please print the letter on official letterhead and sign it.
4. You are welcome to include any pertinent information you believe a potential employer should know about the student. Generally, most letters of recommendation contain, but are not limited to, the following:
   a. How long you have known the applicant and in what capacity.
   b. The applicant’s work ethic, maturity, adaptability, concern for others, and reliability.
   c. Your endorsement/recommendation of the candidate or reservations for participation in the program.

Please return the letter to:
The CHASE Office, JH 153
Butler University
4600 Sunset Ave
Indianapolis, IN 46208

Or please email a PDF of the scanned signed letter to dcprogram@butler.edu.

Thank you for consideration.