



Letters of Recommendation

CAPA requires applicants to provide two letters of recommendation to accompany your internship application. CAPA prefers that students provide 1) one recommendation from an academic reference such as a professor or school administrator, and 2) one recommendation from a current or previous employer. If you have not been previously employed, you can obtain a letter of recommendation from a volunteer supervisor or provide a second academic recommendation.

Academic Recommendation

Your academic recommendation letter should include comments on your class performance, your intellectual abilities and your potential to be a successful intern. Ideally, you will want to ask a professor with whom you have successfully worked with recently and who knows your capabilities, either through classroom interactions, conversations outside of class, or a research project that you have completed. Some professors are willing to write recommendations for students who have done an excellent job in a large lecture class, even if there was little personal interaction. If you are applying for an internship where a foreign language will be required, have a professor write a letter attesting to your language level and comment on your potential to use the language in a professional setting.

Professional Recommendation

Your professional recommendation should come from a former employer or someone who has been a supervisor for a volunteer project in which you have participated. If possible, you will want to choose someone who has known you for a while, and is familiar with your abilities, skills and aspects of your personality, that will contribute to your prospective international internship placement.

Making your request

Writing an effective recommendation takes time and effort, however most professors and mentors are happy to do this for well-deserved students/employees. It is important to make your request well in advance—at least three or four weeks before the deadline. Meet in person, if possible. Visit your professor or former employer during office hours or by appointment. This creates an opportunity for this person to get to know you better and allows time for questions that will help when writing the recommendation. Moreover, seeing you in person will make it easier for your professor to recall previous interactions with you.

Through CAPA's Online application system you will have the ability to request a recommendation. By selecting this option, your requested reference will be sent a link to a recommendation form that will be linked to your CAPA online internship application. As a part of this request your recommender will be asked to fill out a form and at the bottom there will be a place to upload a letter of reference. Make sure when you meet with your potential recommender you inform them that they will be

receiving a link through CAPA's online application system so they will know to expect an email request and kindly ask that they upload a letter or recommendation in addition to filling in the online form. Having an uploaded letter instead of just a web form will help to make your internship application more competitive with potential internship sites.

When requesting a letter of recommendation tell this person about the internship program, why you are applying and what you hope to learn. Then explain that two letters of recommendation are required and that you were wondering if this person would recommend you for the program.

Some ways to word your request might be:

- "Do you feel that you know me well enough to write a recommendation for me?"
- "Do you think I would be a good candidate for this program and, if so, would you be willing to write a recommendation?"
- "I'm applying for an international internship placement and believe they will be interested in (ex: my performance in your class, the research I've been doing). Would you be willing to write a recommendation for me?"

When someone has agreed to help you, make the job easier by offering to e-mail him or her information about the international internship program and why you are applying. You might provide a brief description of the program and a paper or exam you wrote for the instructor's course (preferably the copy that was returned to you with comments), or a brief one-page resume.

As the deadline approaches, send the person writing your recommendation a courteous reminder. Afterward, send a brief thank-you note. Keep this person informed as the competition proceeds.

Once someone has written a recommendation letter for you, s/he will generally be willing to adapt and update the letter for other purposes in the future. It is always a good idea to keep a copy of this letter in a safe place for future use.

If your request is declined; perhaps s/he doesn't know you well enough; your academic performance in his/her class was not strong enough, or you haven't allowed adequate time. Don't worry this is not the end of world; it just means you need to ask someone else. In some cases, someone who declines to write a recommendation may be willing to offer suggestions for identifying others who would be more appropriate for you.

It is always wise to collect letters of recommendation from supervisors of any professional or volunteer positions you hold. After you complete your international internship, this will be a new opportunity for you to ask your supervisor for a letter of recommendation that can be used to enhance your candidacy for future applications.

Academic Recommendation Sample

AU

Anywhere University

Department of Finance

March 1, 2008

To Whom It May Concern:

It is my privilege to enthusiastically recommend Suzie Sanchez for an internship in Madrid through the CAPA program. I first met Suzie almost a year ago as instructor of an upper level finance course. She stood out in the class, which is no small accomplishment as I had 500 students that semester. Again, I am pleased to have her participate in another Finance class this semester. I have been impressed with her academic curiosity. My courses are challenging and Suzie is always up to meeting or exceeding that challenge. She is one of my best students and it is a true pleasure to have her in class. She keeps my interest in the course sustained by always wanting to go beyond the confines of the text and the classroom.

I have no doubts as to Suzie's very strong desire to participate and excel within your offering. Her minor in Spanish and almost seven years of Spanish language study will allow her to hit the ground running and provide credibility with customer and colleagues. I have observed her skills at networking with her peers and her professionalism in the classroom setting. These will serve her well in being an immediate productive asset throughout her internship.

I strongly feel Suzie would make a dynamic contribution to your program. She would be an excellent representative of the best that Anywhere University has to offer. If you have any questions in this regard please do not hesitate to contact me at sparks@anywhere.edu or 123-456-7891.

Sincerely,

Dr. Allen Sparks
Professor of Finance
Anywhere University

Professional Recommendation Sample

Mrs. Marianne Smith

12345 University Ave, Anywhere USA 01234
(123) 456-7891 E-mail: smith@recommendation.com

March 1, 2008

To Whom It May Concern:

Serving as the advisor to the 2007 Homecoming Steering Committee, I had the opportunity to work first hand with Suzie Sanchez. Suzie is such an outstanding young woman whose dedication, genuineness, and hard work ethic are exemplified with everything that she does.

Suzie was selected to the committee because of her perception and enthusiasm to the traditions of Anywhere University, more specifically the tradition of Homecoming. Serving as tri-chair to the service committee, Suzie worked endless hours on creating and implementing two service projects for the anywhere community. The food drive, which Suzie chaired, raised over \$55,000 for the Anywhere Food Bank. Suzie also chaired Salsa Social, an event for students to go and dance the night away at the local senior center.

Having the opportunity to participate in an international internship would be a wonderful experience for Suzie. She is very focused and goal oriented and knows what she wants to do post gradation. Having an international experience will help her with pursuing her career. She will be a great representative of Anywhere University while she is abroad.

I have absolutely no reservations with recommending Suzie for participating in the CAPA The Global Education Network Internship program. I hope that she has the chance to participate this global experience opportunity.

Sincerely,

Mrs. Marianne Smith
Anywhere University
Homecoming Steering Committee Advisor