

Recommendation Request Form

Directions

Student: Type in your responses to all of the questions on this form. Use a different font or bold your answers to highlight them.

Please give a completed copy of this form to each individual you are asking to serve as a reference. Attach the following items:

1. Resume
2. Transcript (for faculty)
3. FERPA Consent Form: Permission to Release Education Recommendation (for Purdue faculty and staff)
4. Signed Waiver Form (for paper application e.g. CPD application).

Reference Writer: Please complete the recommendation using the Dietetic Internship Centralized Application System (DICAS). You will receive an email with instructions on accessing the site. There is a video for you on DICAS titled *"Instructional Video for Submitting Reference Letters to Centralized Dietetic Internship Application System"* available at: <http://www.eatright.org/students/education/internships.aspx>

Date _____

I am requesting a reference for: _____
(specify purpose)

Student Name:

Address: _____ Email: _____

Major: _____ Local phone: _____

I. Professional Goals:

- a. How did you get interested in dietetics?
- b. What are your career goals?
- c. What are your areas of interest in dietetics?

II. Personal Qualities:

- a. What are your strengths?
- b. What do you see as areas in which you need further development?
- c. What are your leadership experiences? Give examples.
- d. What are your interests outside of dietetics?

III. Academic Record

- a. What is your overall GPA:
- b. List all the courses in which you earned lower than a B grade. If you have one or more weak semesters, please describe any contributing factors (e.g. personal or family illness or problems, financial difficulties, or change in career objective).
- c. List all the courses you took as electives: (Note, PES courses can be grouped together as PES and the total number of hours).
- d. If you concentrated your elective hours in any specific area(s), completed a second major, or a minor, state the area and why:

IV. Work Experience

- a. List ALL the PAID work experiences during the last four years from the most recent (first) to the least recent:

<u>Employer</u>	<u>Responsibilities</u>	<u>Dates</u>
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- b. List any employment prior to college, or over four years ago that is relevant.
- c. Has your employment been necessary to financially contribute to your educational expenses, or has it been primarily for personal spending money and/or experience? Explain.
- d. List any **volunteer** (non-paid) work and community service experiences. List whether or not the volunteer activity is on an on-going basis, or was a one time activity. Designate if the activity was part of a group function, e.g. a sorority function, or on your own.

V. Activities

- a. List the activities (clubs, societies, church affiliations, etc.) in which you are involved AND specify your involvement (officer, member, etc.)

<u>Activity</u>	<u>Involvement level</u>	<u>Dates</u>
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VI. Please list/discuss anything else that you believe would contribute to a well-rounded reference letter about yourself.