UCDC Program @ UC San Diego
Recommendation Letter Guidelines

Student's Name: _____   PID: _____

Deadline for Recommendation Letters: _____

Attached is my resume and cover letter to apply for the UCDC Program at UC San Diego.

This program is coordinated by the Academic Internship Program at UC San Diego. It is an academic and internship program that allows me to intern with an organization in Washington, D.C. part-time or full-time while enrolling in one or two classes at the UC Washington Center.

Your letter will be used in two ways: 1) as part of the application process for the program, 2) as part of the application process to secure an internship with potential employers.

Recommendation Letter Guidelines:

- Please address the letter to "Internship Coordinator"

- Please leave the letter general so I may use it to apply to multiple organizations. You do not need to reference a particular organization I may apply to.

- Try to address why I would be a good candidate for an internship in the field I am applying.

- Please write the letter on department or company letterhead. Letters received without appropriate letterhead will not be accepted.

- Please sign your letter. Unsigned letters will not be accepted.

- Since I will be using this letter to apply for internships with numerous organizations, I need a **non-confidential** letter in order to make copies to send to employers.

  o If you prefer to write a confidential letter, I will provide you with envelopes in which the letters may be sealed and signed.

Please contact the UCDC Counselor at AIP if you have questions about the process, or see the UCDC web site at aip.ucsd.edu/ucdc

Keith Tindall
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