

**Requesting Letters of Recommendation for Dietetic Internships and
Graduate Schools**

- Ask first: Ask each recommender if they would feel comfortable writing you a strong letter of recommendation.

- Pay attention to the type of recommenders the internship or graduate school requires (Some schools or programs require recommendations from professors or supervisors in specific areas.)

-Allow your recommender adequate time. Provide your recommenders with the necessary information a **minimum** of two - three weeks before you need the completed recommendation.

-Many schools and programs require completion of a specific recommendation form.

Some forms are available electronically or may be completed interactively on the web. If forms are involved, ask your recommender if they prefer to receive a paper copy of the form or if you should e-mail them an electronic copy or the web address of the recommendation form.

If you e-mail your recommenders an electronic copy of the form you still need to type in your name (and any other information you need to provide such as the program you are applying to or your address).

Many forms – including the American Dietetic Association Internship Recommendation form – require that you sign a form indicating your preferences regarding confidentiality. Be sure that you take care of this before you give forms to your recommenders. For the ADA internship recommendation, give each recommender a copy of the confidentiality page with your name and graduation date typed in and the form signed in blue ink.

1. Prepare a typed request in memo form that gives the names of the programs to which you are applying and specific instructions on how the recommendations are to be done for each program, such as:
 - a. Specify if the recommendation form or letter must be original or if a photocopy is OK. **Note:** Even if a photocopy is used, your recommender should sign each form with an original signature using colored, not black, ink.
 - b. Indicate if a separate letter is required in addition to a form.

Messiah College
Dept. of Nutrition and Dietetics

- c. State whether the recommendation should be in a sealed envelope with the writer's signature across the seal.
 - d. State whether the recommendation should be returned to you or mailed directly to the program. If it should be mailed directly to the program, be sure to include the mailing address, including the department or person to whom the recommendation should be addressed.
 - e. Include the deadline when the recommendations should be returned to you or to the program.
2. Remember to **type** in your name in the space provided on each recommendation form and **sign the part of the form regarding confidentiality in blue ink.**
3. Include a resume in the packet you give to your recommenders. In many cases it will be helpful to meet with them to discuss your interests, strengths, and weaknesses.
4. If your letter writer is a faculty member at Messiah College, the faculty member will provide you with a college stationary envelope. If your letter writer is off campus, you should provide him/her with both an envelope and the appropriate postage.