

**UCSB WASHINGTON CENTER PROGRAM  
REQUEST FOR JOB REFERENCE**

Student Applicant's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ email address: \_\_\_\_\_

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The above-named applicant is applying to the UCSB Washington Center Program, a program that provides a unique learning experience combining academic course work and an internship. Admission to the UCDC Program is competitive, and your letter of recommendation is very important in helping us make admission decisions.

**If this student is admitted to the UCDC program, copies of your letter will be forwarded to internship agencies to which the student is applying. We have found that reference letters play a significant role in decisions about whether an organization offers students an internship. If you do not want your letter to be shared with the student please let our office know.**

Please address the following items in a letter, *preferably on letterhead*:

- How long and in what capacity have you known this student?
- Please provide your opinion of this student's overall professional preparation and aptitude for work in Washington, D.C.
- Please provide your opinion of this student's personal maturity, work ethic, and his/her workplace interactions based on your direct observation.
- Please comment on the applicant's specific professional knowledge/skills/abilities (i.e. background in their specific discipline, motivation to learn, intellectual capacity, communication skills, etc.) that may help or hinder his/her success in an internship.
- Please comment on the applicant's personal attributes (i.e. maturity, adaptability, problem solving skills, etc.) that may help or hinder his/her success in this program.
- How does this student compare to other students you have worked with in a similar capacity?

Your letter should be addressed to: Director, UCSB Washington Center.

**Send your letter electronically as a word or .pdf document to the UCSB UCDC Office on letterhead (if possible) to: [ucdc@Ltsc.ucsb.edu](mailto:ucdc@Ltsc.ucsb.edu).**

Your letter must be received by \_\_\_\_\_

If you have any questions, please contact the UCDC staff at 805-893-3090 or [ucdc@LTSC.ucsb.edu](mailto:ucdc@LTSC.ucsb.edu)