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:

<table>
<thead>
<tr>
<th>Employer</th>
<th>Responsibilities</th>
<th>Dates</th>
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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.)

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