



Office of the President  
 Community and Diversity  
 Oregon State University, 330 Snell Hall, Corvallis, Oregon 97331-1634  
 Phone 541-737-4381 | Fax 541-737-8232

# P R O M I S E

# 2009

## Professional and Managerial Internships in State Employment

### LETTER OF RECOMMENDATION

PROMISE is an internship program designed to provide OSU students with a professional, managerial, or technical work experience in state employment. The program's purpose is to promote a diverse, qualified applicant pool for future positions with higher educational institutions and state agencies. The internship opportunities are limited in number.

Each internship applicant is required to provide two letters of recommendation. Sponsoring supervisors will interview and select internship applicants based on their skills, knowledge and abilities, in addition to their letters of recommendation.

Please provide specific information regarding the applicant's academic capabilities, interpersonal skill, communication skill, self-esteem and confidence, leadership skill, initiative and self-direction, motivation, achievements, contributions to the community, and other personal characteristics you wish to address. Your letter will be confidential, and must be signed and placed in a sealed envelope before providing it to the applicant.

Please complete this form and attach it to your letter of recommendation.

Name of Applicant: \_\_\_\_\_

Your Name: \_\_\_\_\_ Your Title: \_\_\_\_\_

Your Affiliation with Applicant: \_\_\_\_\_

	Outstanding	Above Average	Average	Poor
Academic Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest in Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others / Team Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to follow directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature

Date

Letters of recommendation must be submitted no later than **April 1, 2009**.

Send your completed letter to PROMISE Internship Program, Office of Community & Diversity, Oregon State University, 330 Snell Hall, Corvallis, OR 97331-2132. If you have questions, please contact us at (541) 737-4381.