

Directions for Letter of Recommendation:

To whom it may concern:

Thank you for agreeing to write a letter of recommendation for this student. We highly value your input as this information is an important component of our evaluation process. To assist in the preparation of your recommendation, we are providing you with the following guidelines.

The student should provide you with a Recommendation Form in either a hard or electronic copy. Please make sure the student has written or typed her/his name at the top of the form, page 2, and that the student has signed and dated one of the two statements regarding accessibility to your recommendation. Also, please make sure the student has included her/his name and expected date for completing coursework on both page 2 and 3.

We ask that you complete the quality rating table on page 2 of the form. Page 3 provides space for you to expand on the student's strengths and areas needing further development. Please use this space to comment about the intern. Any specific examples in relation to the student's academics or work would be appreciated.

Seal the completed recommendation form in an envelope, and sign your name across the seal. Send your recommendation directly to:

Rebecca Lee, MS, RD, LD
Dietetic Internship Director
Miami Valley Hospital
One Wyoming Street
Dayton, Ohio

Please make sure the recommendation is postmarked by February 16, 2010.

Thank you for taking the time and effort to complete this recommendation. If you have questions or require clarification, please contact Rebecca Lee at (937) 208-2448 or e-mail rmlee@mvh.org.