
MINNESOTA STATE UNIVERSITY
moorhead

LETTER OF RECOMMENDATION / PHONE INTERVIEW REQUEST / GENERAL REFERENCE (please circle one)

TO: Students seeking recommendations
FROM: Shawn Damon Ginther, M.S.W., Ph.D.
Professor of Social Work
RE: Materials needed for recommendations

Thank you for seeking my recommendation via this signed release form. As this will be crucial to your professional success, it is one of the most important actions I will take on your behalf. So I can be as timely and thorough as possible in giving evidence regarding your performance and professional potential, please provide the following information and strictly adhere to the timeline below. Please also note that I cannot release any information without your signed permission so be sure to complete the bottom of this form.

1. Please make your letter request 3 weeks before it is due.

This will give me ample time to compose a letter that accurately and thoroughly reflects your accomplishments and professional potential. I prefer not to hastily write a letter as this is a disservice to you.

2. Please make your phone interview request 1 week before the interview is to be held.

Here I can reflect on your accomplishments (see #3/4 below). In some instances I may not have visited with you for awhile, so this will allow me time to review your professional work and make informed comments.

3. Please provide your current / final MSUM DARS transcript.

4. Please provide your current resume'.

By now you should have a professional resume'. If not, please create one *before* making this request. Your resume' should cover all relevant work experience, school history, academic accomplishments, honors and special recognition, academic / career goals, ongoing education, and community service history. You may wish to consult MSUM Career Services (www.mnstate.edu/career) when developing this crucial document.

5. Please include a complete description of the position or program admission you seek.

Contact Person	<input type="text"/>	Contact's Title	<input type="text"/>
Contact's Position	<input type="text"/>	Program	<input type="text"/>
Mailing Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>

I give Dr. Shawn Ginther permission to release to the above person/entity information about my past experiences, academic performance, and professional potential for the above purposes.

Your name	<input type="text"/>	Dragon ID	<input type="text"/>
Position Sought	<input type="text"/>	Contact Phone	<input type="text"/>
Today's Date	<input type="text"/>	Due date	<input type="text"/>

Your signature _____