

Dietetics Program  
Department of Food Science and Human Nutrition  
Michigan State University

## REQUEST FOR LETTER OF RECOMMENDATION

**DATE DUE:** \_\_\_\_\_

I am requesting that \_\_\_\_\_ (name of letter writer) write a recommendation for my application(s) for a Dietetic Internship.

Applicant Name: \_\_\_\_\_  
(last) (first) (middle/maiden)

\_\_\_\_\_  
(local address) (phone)

\_\_\_\_\_  
(email)

### INSTRUCTIONS TO PERSONS WRITING RECOMMENDATIONS FOR DIETETIC INTERNSHIPS

There are currently two application systems in use by dietetic internships: An online application system called DICAS and the traditional mailed paper applications. Your applicant may need recommendations using both systems.

#### A. DICAS – Dietetic Internship Centralized Application Services (online applications)

You will receive an email from DICAS asking you to enter a reference (evaluation and comments) online. The email will contain a hyperlink and password that will take you to the online form. The online form looks the same as paper Recommendation Form included in this packet. Instructions are given online to guide you through the process.

#### B. Traditional mailed applications

Fill out the Recommendation Form, make additional copies as needed for each internship, and sign each one on the 2nd page with your original signature, preferably signed in blue ink.

Feel free to write an additional letter to the Internship Selection Committee to expand on the applicant's qualities, skills, experiences, and potential. Sign each copy of the letter in blue ink.

In each envelope (supplied by the applicant), enclose:

1. A signed copy of the **waiver form** (supplied by the applicant)
2. The two-page **Recommendation Form**, filled out
3. The **additional letter**, if applicable

Seal each envelope and sign on the flap (blue ink). Give the sealed envelope(s) directly to the applicant.

**INSTRUCTIONS TO THE APPLICANT**

This form should be given to a professor, supervisor, or other professional person who is able and willing to fulfill your request. Be sure to complete each section of this form.

To help your letters writers compose the strongest possible recommendation, please include the following items in a large manila envelope:

1. **This form (*Request for Letter of Recommendation*).**
2. **One blank copy of the *Recommendation Form*\***.
3. **A self-evaluation of the traits listed on the *Recommendation Form*, with concrete examples to illustrate how and why you rate high on particular traits.**
4. **A comprehensive resume listing your work and volunteer experiences (detailing job responsibilities), awards, and accomplishments.**

If you are applying to any internships that are using the traditional mailed applications, include these additional items in your packet:

1. **Copies of the waiver form, one for each letter you need, signed by you in blue ink. (The waiver form is Page 1 of the *Recommendation Form*.)**
2. **Envelopes (business, white #10), one for each letter needed, with the following information typed...**  
**To: (Name of DI Director and DI Program)**  
**From: (Name of letter writer)**  
**Re: (Name of applicant)**
3. **Additional forms or instructions that are specific to a particular internship, if any.**

On completion of this Request for Reference, make an appointment with the person you are requesting to write a recommendation in order to discuss your request and elaborate on your experiences and positive traits.

Optional: List the Dietetic Internships to which you are applying, or thinking of applying, here:

**Program Name                      City/State                      DICAS or Paper**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Summary of Personal Qualities**

Describe your qualities that you perceive to be positive strengths.

Describe your qualities that you perceive need further development.

Describe the contribution you have made to your financial needs for college.

Provide ONE sentence that best describes you.

Focus of this Reference is as \_\_\_\_\_ Instructor    \_\_\_\_\_ Employer    \_\_\_\_\_ Supervisor    \_\_\_\_\_ Adviser

| <u>Course</u> | <u>When</u> | <u>Grade</u> |
|---------------|-------------|--------------|
| _____         | _____       | _____        |
| _____         | _____       | _____        |
| _____         | _____       | _____        |
| _____         | _____       | _____        |

If applicable, list courses you have taken with this instructor:

Have you served as an Undergraduate Teaching Assistant in any course(s)? List: \_\_\_\_\_

My cumulative MSU Grade Point Average is \_\_\_\_\_, effective Fall, Spring, Summer (circle one) for \_\_\_\_\_ credits.

My cumulative GPA in HNF courses is \_\_\_\_\_ for \_\_\_\_\_ credits.

My cumulative GPA at \_\_\_\_\_ College/University was \_\_\_\_\_ for \_\_\_\_\_ credits.

My cumulative GPA at \_\_\_\_\_ College/University was \_\_\_\_\_ for \_\_\_\_\_ credits.

My cumulative GPA at \_\_\_\_\_ College/University was \_\_\_\_\_ for \_\_\_\_\_ credits.