

## Guidelines for Letters of Recommendation

### *Criminal Justice Program*

- Applicants must submit **TWO** letters of recommendation. Each letter should be written by an individual in a position of authority, such as a teacher, supervisor, or employer.
- The letters must be written on official letterhead. (School, Business, etc.)
- Letters must be the original and signed by the author. *Photocopies will NOT be accepted.*
- Author of the letter must provide the following information about him/herself:
  - The position and/or title of the person writing the letter
  - The relationship of the author to the applicant
  - The length of time of such relationship
- Author of the letter should provide the following information about the applicant:
  - Initiative in work
  - Responsibility for work
  - Verbal and written communication skills
  - Ability to work with and relate to others
- Any additional comments are helpful and appreciated.