

## Guidelines for Letters of Recommendation

### *Diagnostic Medical Sonography Program*

- Applicants must submit **TWO** letters of recommendation. The letters required for this program will only be accepted as follows:
  - If applicant is a high school or college student, letters must be from:
    - Current teacher/instructor/faculty member
    - Employer/supervisor (**non-family member**)
  - If applicant is a Radiography student, letters must be from:
    - Program Director from Radiography program
    - Clinical Coordinator from Radiography program
  - If applicant is a Professional or Radiography Graduate/Employee, letters must be from:
    - Present or most recent supervisor and/or college
    - Program Director, advisor, etc.
- The letters must be written on official letterhead. (School, Hospital, 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.