Carnegie Mellon University

DIETRICH COLLEGE SUMMER 2018
PITTSBURGH INTERNSHIP PROGRAM
LETTER OF REFERENCE FORM

Deadline: February 1, 2018

Name __________________________
Title: __________________________
E-mail address: __________________
Phone #: _________________________

Reference for (student’s name [please print]): __________________________

The Program: Thank you for agreeing to write a letter of reference for one of the applicants to our Summer 2018 Dietrich College Pittsburgh Internship Program. If selected for this program, students will be given access to a “market” of Pittsburgh-based internship opportunities and sponsors that we have lined up for this program for the summer of 2018. Students selected for this program will then submit applications for up to five internships in this market. Internship sponsors will screen applications, perhaps require an interview, and inform applicants of their decisions. Students will then respond to internship offers received.

1. How long, and in what contexts, have you worked with and come to know this student?

2. **Letter of Reference**

Please submit, on department letterhead (if available), a letter of reference on this student’s behalf for this program.

In your letter, we ask that you state how you think this student would benefit from a summer 2018 internship in Pittsburgh, and how and why you think that the student would be successful in an internship, a benefit to the internship sponsor, and an excellent ambassador for Carnegie Mellon University.

Please submit this form and your letter of reference via email to Ana Maria Ulloa-Shields at ulloa@cmu.edu **no later than February 1, 2018**. Applicants cannot be considered if their letter of reference is not submitted.