

GUIDELINES FOR LETTERS OF REFERENCE

Submit three (3) letters of reference from people who have worked closely with you in either an academic or professional capacity or individuals who know of your particular success with people and can attest to your professional potential. At least one letter of reference needs to come from the academic site.

The questions listed below suggest the type of information the Admissions Committee finds useful, but they are provided only as a guide. The more specifically the applicant's strengths and weaknesses can be described, the more useful this information will be.

1. How long and in what capacity have you known the applicant?
2. What do you consider the applicant's talents and strengths? Please comment on the applicant's intellectual ability, creativity, initiative, sensitivity to others, reaction to criticism, and communication skills.
3. What do you consider the applicant's weaknesses?
4. What is your assessment of this applicant's promise as an addiction counselor?

Each letter of reference should be typed. It should include the applicant's name, and the reference's name, position or title, school or business, address, signature, and date.

Reference letters should be sent to address of the consortium to which you are applying.