

**2022 Letter of Recommendation Guidelines for Students:**

**Please make a copy and give to the people writing your letters!**

All students must obtain two (2) letters of recommendation written on your behalf to accompany your AdminaHealth intern application to be considered for the AdminaHealth internship program. Letters of Recommendation can be provided by school teachers, counselors, coaches, religious leaders, neighbors, supervisors, volunteer coordinators, and former or current bosses. Letters of Recommendation cannot be written by family members or your peers.

**All applicants must email your recommendation letters along with your Internship Application and Resume to careers@adminahealth.com**

* Your application will be incomplete without emailing both of your recommendation letters and application.
* Letters of Recommendation received after the deadline will not be accepted.

**TO REQUEST YOUR LETTERS:**

**Please share the below instructions with your writers to obtain your two letters of recommendation.**

You should ask the two individuals who you would like to write your letters ahead of time (you may use the letter information, below). If you have any questions, please contact us at careers@adminahealth.com

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[Name of Applicant] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying for an Internship with AdminaHealth and he/she must have two letters of recommendation to complete the application process. You are being asked to write one of the letters on behalf of this candidate.

**Writing Directions**

1. Please write your letter based upon how you think the applicant will be a good fit for an Internship.
2. Please include information on your relation to the applicant as well as how long you have known them.
3. Please keep your recommendation within the 600-word limit (max).