

REQUEST FOR JOB REFERENCE

Student Applicant's Name: _____

Email address: _____

The above-named applicant is applying to the UCSB Capital Internship Program-UCDC that combines academic course work with an internship. Admission is competitive, and your letter of recommendation is very important in helping us make admission decisions.

Where will your reference letter go?

If this student is admitted to the program, copies of your letter may be forwarded to internship agencies to which the student is applying. We have found that reference letters play a significant role in decisions about whether an organization offers students an internship. If you do not want your letter to be shared with the student, please let our office know.

Where should you submit your reference letter?

There are 3 ways to submit your letter:

- 1) You may give your letter to the student who will upload it onto the application portal
- 2) You may send the letter directly to the UCSB Capital Internship Program at eap-capitalinternships@ucsb.edu
- 3) Upload the letter to this [Google form](#)

Your letter should be addressed *on letterhead as a PDF* to: Selection Committee, UCSB Capital Internship Program.

Please address the following in your reference letter:

- How long and in what capacity have you known this student? What job duties did the student have in their position.
- Please provide your opinion of this student's overall professional preparation and aptitude for work in Washington, D.C.
- Please provide your opinion of this student's personal maturity, work ethic, and his/her workplace interactions based on your direct observation.
- Please comment on the applicant's specific professional knowledge/skills/abilities (i.e. background in their specific discipline, motivation to learn, intellectual capacity, communication skills, etc.) that may help or hinder his/her success in an internship.
- Please comment on the applicant's personal attributes (i.e. maturity, adaptability, problem solving skills, etc.) that may help or hinder his/her success in this program.
- How does this student compare to other students you have worked with in a similar capacity?

Your letter must be received by _____

If you have any questions, please contact the UCSB Capital Internship Program staff at eap-capitalinternships@ucsb.edu.