



## Letter of Recommendation

High school students are selected for the **One City High School Internship Program (OCHSIP)** primarily on the basis of leadership potential, interest in public service, high academic achievement, and continuing academic success.

Please describe the applicant's academic performance or other leadership characteristics which you think will contribute to his/her success as an intern in the One City High School Internship Program.

**Your Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

### Student Information

**Name:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **D.O.B.:** \_\_\_\_\_ **Last 4 digits of SSN:** \_\_\_\_\_

### Recommendation

*(If you need additional space please feel free to attach a separate sheet with this form. Please be sure to address all questions).*

How long have you known the applicant? In what capacity have you known the student?

\_\_\_\_\_

\_\_\_\_\_

Please describe the student's leadership abilities.

\_\_\_\_\_

\_\_\_\_\_

Please describe how well the student is able to communicate (written, orally, verbally).

\_\_\_\_\_

\_\_\_\_\_

Please describe what sets the students apart from other students you have encountered.

\_\_\_\_\_

\_\_\_\_\_

*Please sign and return the completed form directly to OCHSIP. Your evaluation will become part of the applicant's confidential file for use only by the OCHSIP Selection Committee. It will not be released to the applicant.*

**Email, fax, or mail this letter to the address below no later than **March 15, 2013.****

**One City High School Internship Program**  
**4058 Minnesota Avenue, NE - 2<sup>nd</sup> Floor**  
**Washington, DC 20019**

**(p) 202-698-3492**  
**(f) 202-698-5813**  
**Email: [youthjobs@dc.gov](mailto:youthjobs@dc.gov)**

