

APPLICATION FOR A LETTER OF REFERENCE OR RECOMMENDATION

1 Personal information:

Print your full name: _____.

Name you like to be called: _____.

Your mailing address: _____ Zip: _____

Your e-mail address: _____ Phone #: _____

2 Classes where I have been your teacher, the date and the grade you received:

Class: _____ Date: _____ Grade: _____
e.g.: MECH 29 Fall, 2010 B

Class: _____ Date: _____ Grade: _____

Class: _____ Date: _____ Grade: _____

3 If you were my Lab Assistant/Lab Tech., what class and when:

Class: _____ When: _____
e.g.: MECH 29 Fall, 2010

Class: _____ When: _____

Class: _____ When: _____

4 The time period we have been acquainted: year(s) _____, months _____

5 Date of our last in-person meeting (recommendations may not be granted for anyone with whom there has been no contact for more than one year). _____ / _____
month / year

6 Date you left the Mechatronics Program (may or may not be graduation date): _____ / _____
month / year

7 Number of MECH program units passed with a "C" or better: _____

8 Degree(s) and/or certification(s) you received from Sierra College related to Mechatronics:

9 Briefly describe the duties that you anticipate for the job toward which a letter of recommendation would go.

10 List the three most important things you learned in my classes:

1. _____

2. _____

3. _____

11 Why do you believe that I am the best person to write your recommendation letter?

12 Attach to this sheet a letter of recommendation that you would like to have someone write about you. Provide details that highlight the attributes (skills, positive traits, etc.) that make you stand out from others. This should be a formal business letter, with the appropriate heading, closing, etc. The letter you write should be exactly the one you would submit for yourself as a letter of recommendation. Don't be shy, but be truthful.

13 Complete the following Release Form:

By signing below, I, _____, (print your name) consent that the recommender, William M. Robinson, may provide a reference and/or a recommendation. I understand that the information provided in said reference or recommendation may be based on personal and professional opinion as much as fact. I accept that all of the opinions expressed in the recommendation or reference may not be positive and I hold the recommender harmless for expressing such opinions. Pursuant to applicable privacy law, I agree to waive my right to access and examine the letter of recommendation or reference written by the recommender. I understand that the reference or recommendation will not contain information on grades, academic standing, class work or other protected information and that the reference will be valid for only one specific instance, will be provided only to the party for which the reference or recommendation is intended (not to the person being recommended) and will be valid for one year.

I hereby request a letter of recommendation be written.

_____ Legal signature and

_____ Date

14 Requests must be made at least three business days before actually needed. Any information that conflicts with my records will immediately disqualify the applicant from consideration for a recommendation/reference.

15 All of the above information is required by this application. Incomplete or illegible information may disqualify the applicant from consideration for a recommendation/reference. Completion and submission of this application does not guarantee that a recommendation will be granted or a response given; the decision for which rests solely with the recommender.