



**CITY OF LOS ANGELES
PUBLIC WORKS HIGH SCHOOL INTERNSHIP PROGRAM**



LETTER OF RECOMMENDATION FORM

- 4-Step Instructions:**
- 1) Student completes Part I of this form
 - 2) Student gives form to their Recommender
 - 3) Recommender completes Part II of this form & gives completed form back to student
 - 4) Student submits form with their application by March 2, 2011

Part I (To be completed by STUDENT)

Student's Name: _____ Application Confirmation # _____

Recommender's Name: _____

Recommender's relationship to student: _____

Part II (To be completed by RECOMMENDER)

To Recommender: All completed Recommendation Forms must be received no later than **March 2, 2011**. If you choose to write a separate letter, please attach it to this form. Please submit this Recommendation Form and any attached letters as set forth in the following 2 steps:

- 1) Recommender gives the completed Recommendation Form to the student.
- 2) The student submits the original electronically with their application.

For more information or additional assistance, please email: bpw.pwhip@lacity.org

Recommender please check the column that reflects the most appropriate measure of the student's qualities.

	Superior	Excellent	Great	Good	Average-Poor	No Knowledge
Intellectual ability						
Dependability						
Punctuality						
Ability to work with others						
Leadership ability						
Emotional stability/maturity						
Initiative						
Overall potential						

Additional Comments (Optional): In the space below and/or in an attached letter, please provide any supplemental information about the student that you think should be considered in the application process. If applicable, please include whether the student has demonstrated any interest and/or talent in the fields of math, science or other areas related to work in engineering, architecture or other similar fields.

Recommender's Printed Name _____ Date _____

Recommender's Signature: _____ Email or Phone # _____