**Title IV-E MSW Program Reference/Letter of Recommendation Guidelines**

A character/personal reference/letter of recommendation should provide an overall picture of the candidate’s: personal characteristics, performance, experience, strengths, and capabilities. The person writing the letter should be someone that has been in a working or academic relationship with the candidate. The letter should be about one page in length, consisting of three parts: opening, body, and closing. The letter should include the following:

1. The relationship between the person providing the reference/recommendation and the candidate.
2. How long the person providing the reference/recommendation has known the candidate?
3. Positive personal qualities, including specific examples.
4. A statement of recommendation.
5. Contact information for the person providing the reference/recommendation.

**Sample Letter**

*October 1, 2022*

*Jane Smith*

*2000 Normal St.*

*Clovis, Ca 93611*

*Dear Title IV-E Program Coordinator,*

*It is my pleasure to recommend Candidate’s name for admission to the CSU, Fresno Title IV-E MSW Program at CSU, Fresno for the fall 2023 semester. I got to know Candidate’s name during his/her internship at our company.*

 *During that 12-month period, I was thoroughly impressed by Candidate’s name commitment to tasks, and his/her professional skills.*

*Candidate’s Name exceptional accomplishments as an intern included (expand provide examples, accomplishments, personal qualities, etc.).*

*I highly recommend Candidate’s name and believe he/she would be a great candidate for the Title IV-E Program (expand, provide examples as to why you support him/her in this endeavor, etc.)*

*Please feel free to contact me if you have any questions. I would be happy to answer them.*

*Sincerely,*

*Jane Smith*

*559-100-2000*