# Guidelines for Letters of Recommendation for <u>Mentors & Coords</u>

In order to secure a letter of recommendation regarding your employment with ISEP, you must do the following a **minimum of 3 weeks in advance**:

- Call **AND** e-mail Dr. Zahra Ahmed to notify her that you need a letter of recommendation.

    o Phone number: (949) 824-6776
    o E-mail: ahmedz@uci.edu

- E-mail the following information to Zahra:

    o Overview of the program(s) you are applying for.   Include specific name of the university, company, or program the letter is going to.
    o If applying to graduate school, include the specific name of the program you are applying to.

- In your e-mail, please include the following:

    o **Date the letter of recommendation is due.**
    o Process used for submitting the letter (electronic submission, mail hard copy, etc.)

- Create a Word document that includes the following information and attach it to your e-mail:

    o Bulleted list of qualities, characteristics, and/or skills you would like highlighted in the letter.
    o Highlights from your Mentoring Action Plan that speak to the goals you set and the skills you developed as a Mentor.
    o Overview of work you have done with ISEP that allowed you to strengthen or highlight the qualities, characteristics, and/or skills mentioned above.
    o A listing of all MFAs you have organized.  Mention whether MFAs were organized by you alone or in collaboration with other Mentors or Coords.
    o Any other examples of your work with ISEP.  For example: Instances when you volunteered to help other Mentors or Coords, times when you assisted in planning ISEP-wide events, etc.

- Attach a copy of your Mentoring Action Plan.
- Also attach a copy of your personal statement, resume, and / or any other relevant documentation.

**Letters of recommendation require a minimum of 3 weeks to write, so please plan accordingly.**