



LETTER OF RECOMMENDATION GUIDELINES FOR 2010

To be filled in by applicant (Please type or print clearly):

(Applicant Name)

The T. Howard Foundation is a nonprofit organization committed to promoting ethnic and gender diversity in the multimedia and entertainment industry workforce. The Foundation partners with some of the largest media companies in the world in furtherance of its mission. T. Howard recruits, screens, and trains minority and female students at the undergraduate and graduate levels for full-time, paid summer internships with our industry partners.

The person named above is applying for a 2010 T. Howard summer internship. To complete their application, they need a letter of recommendation from (1) an academic professional (2) former supervisor or (3) community leader who can speak to the student's skills and character. These guidelines are being provided to help you compose a letter of recommendation that will assist the T. Howard Foundation reviewing and scoring the student's application. Your letter should address the following questions:

1. How long have you known the applicant and in what capacity?
 2. Based on your experience with the applicant, have they demonstrated the skills and maturity needed to intern with a large company in the multimedia and entertainment industry?
 3. What other personal, academic, and/or professional qualities do you think make the applicant an ideal candidate for a T. Howard internship?
 4. Is there any other information you think we should know about the applicant?
- Letters should be no more than one-page in length, printed on letterhead, include your contact information (phone and email), and a live signature.
 - **If your letter is not printed on letterhead, please attach a copy of your business card.**
 - Please address the letter to Sharise McGill, Program Manager, T. Howard Foundation, 601 13th Street, NW – Suite 710 North, Washington, DC 20005
 - Your letter can be mailed directly to the Foundation or given to the student in an envelope sealed by you.
 - If you have any questions please contact Sharise McGill at 202-639-8847 ext. 223 or smcgill@t-howard.org