



LETTER OF REFERENCE
Program Assistant

Applications are due by March 10, 2010.
Employment offers are made on a rolling basis.
You are encouraged to apply early.

PART I: APPLICANT INFORMATION

Please Print

Name of Applicant: _____
First Middle Last

Applicant's Address: _____
Street Address
City State Zip Code

Phone Number: (____) _____ - _____ E-mail Address: _____

PART II: REFERENCE INFORMATION

Name of Reference: _____
First Middle Last

Reference's Address: _____
Street Address
City State Zip Code

Phone Number: (____) _____ - _____ E-mail Address: _____

What is your relationship to the applicant? _____

How long have you known the applicant? _____

PART III: STATEMENT OF REFERENCE

The person who asked you to write this reference is applying to be a Program Assistant at Great Books Summer Program this summer. We would appreciate a statement from you that addresses the applicant's character, personality, and commitment, as well as any other information that you think we should know when considering the applicant. Please return this form along with your written statement to:

Great Books Summer Program
ATTN: Summer Employment
79 Sanford Street
Fairfield, CT 06824

If you prefer, please fax this form to (203) 255-0675. If you have any questions, we may be reached by email at info@greatbookssummer.com or toll-free at 1-866-480-7323.

Signature: _____ Date: _____