Dear Recommender:

Thank you for taking the time to write a letter of recommendation for a White House Internship Program applicant. Below are a few guidelines for writing your recommendation. Letters of recommendation should be submitted via our web form and emailed to [intern\_application@whitehouse.gov](mailto:intern_application@whitehouse.gov) or send it to the applicant for them to submit. If you submit it, be sure to provide the applicant’s code on your recommendation form and as the documents name and to include the applicant’s name in the subject of your email (see below for more detail).

Your time and assistance with this process is appreciated.

--White House Internship Office

* Recommendations should illustrate one or all of the characteristics listed below:
  + Applicant’s leadership in their community
  + Applicant’s dedication to public service
  + Applicant’s professional skills that he or she would bring to the White House
* Recommendations should be no longer than 400 words.
* Recommendations should be addressed to the “White House Internship Reviewing Committee.”
* Recommendations do not need to include a physical address for the Office of White House Internships since *all communication is made through email*.
* Recommenders can send their recommendations to the applicant. If they want to send it separately, they should fill out the form online and should be sent to [intern\_applications@whitehouse.gov](mailto:intern_applications@whitehouse.gov) with the word “Fall Recommendation” and the applicant’s name in the subject line. The recommendation form MUST be saved with the unique identifier as the name of the document name.

Example: Subject: “Fall Recommendation: Rebecca Taylor”

Attachment: 5-31-1982-6557- Rec.pdf