Tips for PIFP Recommendation Letters

For PIFP Candidates:
- Request your letters of recommendation approximately four weeks before they are due to allow your recommender time to provide a complete and thoughtful letter.
- Appropriate references include current or former employers, academic advisors, professors, or supervisors of extracurricular activities—someone who knows you well and can evaluate your interests and qualifications. No peer recommendations will be accepted.
- Provide your recommender with a resume, PIFP job description, or other information that will help him or her reflect on your background, goals, and qualifications as a PIFP fellowship candidate.
- Though you may have an interest in a specific PIFP partner organization or organizations, ask your recommender not to mention any organization by name. Your recommendation letters may be forwarded to more than one PIFP organization—and possibly to one that is not mentioned in your letter.
- Contact your recommender at least a week before the due date to remind him/her that letters are due in the PIFP office no later than 5pm on Wed., January 27, 2016. Your application will be incomplete if your letters are not received by this time (submission instructions below), and it is your responsibility to make sure that happens.
- All recommendations will be held confidential unless otherwise stipulated by both the applicant and the recommender.

For PIFP Recommendation Writers:
- The Public Interest Fellowship Program is looking for formal letters of recommendation. Please be aware that these letters will be forwarded to and read by well-respected nonprofit organizations around the state if your candidate is selected to go forward in the PIFP process. If possible, a hard copy of the letter should be provided on letterhead and include your signature. If an electronic submission is necessary, please submit the letter directly to PIFP (not through the candidate) as an attachment to an email (i.e., not in the body of the email itself).
- Feel free to recommend more than one candidate for PIFP. However, we ask that you write a separate letter for each candidate and avoid ranking or comparing the candidates you are recommending in your letters.
- Address your letter to The Public Interest Fellowship Program.
- Please do not mention any PIFP partner organization by name in your letter, as it is possible that your candidate could be sent on to a different organization during the PIFP process.
- It is helpful to mention the following in your letter: the capacity in which you have known the candidate; the length of your association; the candidate’s performance during your association; attributes possessed by the candidate that may be of importance for success in nonprofit sector work or in a certain issue area; an estimate of the candidate’s potential for future development.
- Hard copies of letters should be submitted in sealed envelopes.
  - By mail: Public Interest Fellowship Program, 14 E. Cache la Poudre St., Colorado Springs, CO 80903
  - By intercampus mail to: The Public Interest Fellowship Program, Tutt Alumni House
- Electronic copies of letters will be accepted only if emailed as an attachment and directly from the recommender to Lani.Hinkle@ColoradoCollege.edu.
- All recommendations will be held confidential unless otherwise stipulated by both applicant and recommender.
- All letters of recommendation must arrive in the PIFP office no later than 5pm on Wed., January 27, 2016.