

November 2009

Dear Recommender,

Thank you for agreeing to write a letter of recommendation for a student applying to one of the six programs offered by the Center for Public Interest Careers (CPIC) at Harvard College. Below, please find some commonly asked questions of recommenders.

Q: What is CPIC?

A: The Center for Public Interest Careers (CPIC) provides Harvard undergraduates and recent graduates with opportunities to explore public interest careers through six programs. These programs are: the CPIC Fellowship and Internship Program, the CPIC-Heckscher Fund for Service Internship (FSI) Program, the Harvard Clubs Summer Community Service Fellowship (SCSF) Program, the Arthur Liman Public Interest Law Fellowship Program, the Steamboat Summer Scholar Program, and the Summer Work-Study Awards for Public Service. To learn more about CPIC, visit our Web site at: www.cpic.fas.harvard.edu.

Q: What is the CPIC Fellowship and Internship Program?

A: In the CPIC Fellowship and Internship Program, CPIC staff and alumni/ae volunteers match undergraduates and recent graduates with paid summer and post-graduate year-long positions in public interest organizations across the U.S. The program also provides various supports, including alumni/ae mentors, to fellows and interns.

Q: What is the CPIC-Heckscher Fund for Service Internship (FSI) Program?

A: The FSI Program, funded by the Heckscher Foundation for Children, matches students with summer internships in child advocacy organizations in New York City and provides a stipend and housing. FSI Interns participate in intensive programming designed to enhance their learning experiences.

Q: What should the letter include?

A: Since our programs offer students the opportunity to engage in substantive, paid public interest work, we ask that you discuss the student's commitment to service to the best of your ability. In addition to telling us how you know the student and how long you have worked with him or her, it is helpful to talk about the student's intelligence, research and writing ability, and people skills. For the CPIC Fellowship and Internship Program and the CPIC-Heckscher Fund for Service Internship (FSI) Program, your letter will be shared not only with CPIC staff but also with potential employers. Therefore, instead of listing why a student should work at a particular organization, it is best to tell us why the student should participate in a particular CPIC program.

Q: Whom should I contact with questions?

A: If you have any questions, please do not hesitate to contact Amanda Sonis Glynn, CPIC Director, at (617) 496-8622 or asglynn@fas.harvard.edu.

Sincerely,

The staff at the Center for Public Interest Careers (CPIC) at Harvard College