

**The Heinz Endowments 2010 Summer Internship  
Letter of Recommendation**

**Name of Applicant:**

**Name of Reference:**

**Relationship to Applicant:**

**Daytime Telephone Number for Reference:**

***Instructions:*** This reference should be completed by an adult who knows the applicant well, such as a teacher, clergy, activity sponsor or employer. Please compose a letter of recommendation that addresses the applicant's qualifications for this internship. Within the letter, please include your assessment of the following qualities:

- Leadership capability
- Ability to work in group settings
- Awareness of current events and social issues
- Communication skills
- Time management
- Conflict management

**You can either complete the letter of recommendation electronically using the form on the following page, or you can mail this form and the letter directly to The Heinz Endowments by February 26, 2010:**

**Wayne Jones  
Program Officer  
The Heinz Endowments  
30<sup>th</sup> Floor  
625 Liberty Avenue  
Pittsburgh, PA 15222**

**Or by email to [wjones@heinz.org](mailto:wjones@heinz.org) or fax to (412) 281-5788**

**Letter of recommendation:** Please type your letter in the form below. Clicking on “submit” will generate an email that allows for electronic submission.

**When completed, click on the submit button below.**