



Letter of Reference Form

*Note to Applicant: When presenting this form to your recommender, please specify the due date for the position you are applying for. Ask that it be returned to you in a sealed envelope bearing his/her signature, or mailed/faxed directly to the Latin American Programs Department by Oct. 9, 2009 for Senior Staff or by Nov. 6, 2009 for Project Supervisor candidates. **Please note that this form must be completed by someone OUTSIDE of AMIGOS (and not a relative).***

Applicant Name: _____

Applying for:

AMIGOS Project Supervisor

AMIGOS Senior Staff (Project Director, Associate Project Director, Senior Project Supervisor)

Note to Recommender: This candidate has submitted an application to serve as a Project Staff member with Amigos de las Américas. Amigos de las Américas is a not-for-profit, non-governmental organization which builds partnerships to empower young leaders, advance community development and strengthen multi-cultural understanding in the Americas. The foundation of a successful summer program hinges on the quality of the Project Staff selected to supervise the work in Latin America. The Project Staff for each project consists of a Project Director, Associate Project Director, Senior Project Supervisor, and 3 to 6 Project Supervisors. Each of these positions requires maturity, good judgment and excellent decision-making skills. The Project Staff members work together to maintain contact with national partner agency representatives, oversee the progress of the work and respond to the health and safety of the Volunteers in the work areas.

In our efforts to recruit, train and support mature and committed Latin America Project Staff, we rely on evaluations from recommenders. We hope that you will help us to assess the applicant whose name appears above by answering as completely and candidly as possible. We cannot stress enough the enormous responsibility and trust placed in our Project Staff. Your response will be valuable to us in our selection process. In your letter of recommendation, we ask that you address the following points:

- How long and in what capacity have you known this applicant?
- Applicant’s ability to think critically and make independent decisions.
- Applicant’s interpersonal communication skills.
- Quality of the applicant's contributions in a group/team environment.
- Applicant's ability to manage stressful or unfamiliar situations.
- Applicant’s experience in a supervisory capacity. How would you rate the applicant’s supervisory abilities?
- What are this applicant's major strengths *and* weaknesses?
- Additional comments that you feel may be useful to AMIGOS in evaluating this applicant.

Please mail your letter by **October 9, 2009** for Senior Staff or by **November 6, 2009** for summer Project Supervisor Candidates to:

Latin American Programs Department
Amigos de las Américas
5618 Star Lane
Houston, TX 77057

or fax to: (713) 782-9267

Please include your name, title, address, and phone number. Thank you in advance for your assistance. Please feel free to call the Latin American Programs Department at (800) 231-7796 or visit the AMIGOS web site at www.amigoslink.org if you have further questions.