

KEY POINTS TO COVER IN A LETTER OF RECOMMENDATION
FOR A PROSPECTIVE CIA STUDENT

The following are guidelines to help the employer or educator prepare a letter of recommendation on behalf of a student applying for admission to The Culinary Institute of America. If you have any questions about the process, please contact CIA Admissions at 1-800-CULINARY (285-4627) or Admissions@culinary.edu.

Foodservice Employer Letter

- List the student's job title while in your employ as well as the length of time he or she worked at the establishment.
- Describe the work the student performed for you. If one is available, please attach a job description.
- Include your assessment of the student's work ethic and general attitude toward his or her daily responsibilities.
- Tell us about the quality of the student's work.

Guidance Counselor or Culinary Educator Letter

- Describe the student's academic performance and intellectual promise.
- Provide an assessment of the student's personal characteristics, such as motivation, maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, and enthusiasm.
- Tell us about your perception of the student's passion for food and desire for a career in the foodservice and hospitality industry.
- Include any other information (such as special talents) that will help the Admissions Committee to differentiate this student from others.