

# Letter of Recommendation Cover Sheet

## GSA GeoCorps Program



### Applicant:

Please provide your reference with the position description that you are applying for. They will need the Position ID # & Primary Contact information on that description.

### Referral:

- You may write up to three (3) letters of recommendation for the same person as long as the letters are for different positions. Applicants may apply for three (3) separate positions.
- The letter of recommendation should be addressed to the **primary contact person** listed on the position description. Applicant must provide you with the position description of the job they are applying for.
- Every position description can be found at: <http://www.geosociety.org/geocorps/>
- Please read the position information. Could you see this person doing this job well? What would be their strengths? Do they have previous experience? Leadership skills? Required course work?
- Please attach this cover sheet to your letter of recommendation, seal it in an envelope, sign the seal, and return the sealed envelope to the applicant **before the postmark deadline**. Do not send it directly.
- You can save this cover sheet to work on later, or fill it in now and print it. But, you will not be able to save the data you type into this form. Save it first, then fill it in.
- Applicants must combine all their required materials into one packet and mail complete applications to GSA on or before the postmark deadline date. Letters of recommendation cannot be sent separately by the reference. Please return your letter(s) to the applicant in plenty of time for them to send to GSA.
- If you have any questions, please email the GeoCorps Program Manager at [whill@geosociety.org](mailto:whill@geosociety.org)

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|---|
| <b>Applicant's Name:</b>  |
|   |
| <b>Public Land Applying To: (e.g., Sierra National Forest, Mt. Rainier National Park, Alaska BLM)</b> |
|   |
| <b>Position Title: (e.g., Field Geologist, Paleo Tech, Park Guide)</b>                                |
|   |
| <b>Position ID # on Position Description (required):</b>  |
|   |

### Reference Contact Information:

|                   |              |                              |              |
|-------------------|--------------|------------------------------|--------------|
| <b>Your Name</b>  |              | <b>Employer</b>              |              |
|                   |              |                              |              |
| <b>Your Title</b> |              | <b>Relation to Applicant</b> |              |
|                   |              |                              |              |
| <b>City</b>       | <b>State</b> | <b>Email</b>                 | <b>Phone</b> |
|                   |              |                              |              |

Please attached this cover sheet (no staples), seal letter in an envelope, sign the seal, and return it to the applicant. Please return letter to the applicant before the postmark deadline date.