

**New Mexico State University
School of Social Work
Letter of Reference
Form for Alcohol and Other Drugs (AOD) Minor**

TO THE APPLICANT: Please fill in your complete name below.

Last First Middle

NOTICE ON CONFIDENTIALITY OF THIS RECOMMENDATION

Applicants for admission do not have access to their application records. Under the provisions of the Family Education Rights and Privacy Act of 1974, only registered students and alumni have access to their educational records. You further have the right to retain or waive access to this letter of recommendation. The School of Social Work's consideration of your application is not influenced by your decision to waive or retain access.

I () hereby waive my right of access to this letter of recommendation; or
I () do not waive my right of access to this letter of recommendation.

Applicant signature Date

INSTRUCTIONS FOR THE REFERENCE

The above named individual in applying for the AOD Minor. Alcohol and drug abuse counseling is a profession that is based upon a foundation of values, professional ethics, knowledge and skills that is used to work with diverse individuals, groups, families, communities and organizations. It is a profession that requires sensitivity and respect for the differences of others and an ability to engage in both physically and mentally demanding work.

Please write a letter of reference on your letterhead in which you address the following points:

1. How long have you known the applicant and in what capacity?
2. Discuss the applicant's strengths as a candidate for AOD minor.
3. How would you describe the applicant's overall ability to work with substance abusing populations?
4. How well does the applicant manage academic, work, and personal life tasks and responsibilities?
5. Please comment on those areas that will require attention during graduate study.
6. Evaluate the applicant's ability to work effectively with others and to function as a team member.
7. What other comments or information might you provide that you feel should be considered when reviewing this applicant's request for admission?