



Request for Reference

The student asking you for this reference is a social work major at Texas Tech University and is applying to enter advanced coursework. As gatekeepers for our profession, the Social Work Program is looking for students who exhibit characteristics that we know increase the likelihood of a good fit with the profession and of someone becoming an effective and ethical social work practitioner.

The most helpful letters from references are those that address some or all of the characteristics listed below. If you can, please share examples of when you have seen the applicant demonstrate any of these qualities.

- **Motivations.** What opportunities (work, volunteer, personal) has the student had to provide assistance to others? Does s/he know when someone needs help without being asked? How important to this student are the rewards or recognition received for helping others? In your opinion, why is the student interested in studying social work?
- **Good relational skills.** Does the student have good “people skills?” Can s/he carry on a conversation with ease? Does the student seem to understand the feelings of others?
- **Tolerance of difference.** Does the student appear comfortable when interacting with people that are different in age, ethnicity, income, or political beliefs? Whether accurate or not, how frequently does the student express judgments about others?
- **Respect for others.** Is the student able to alter his or her behavior to fit the situation or person? Is s/he able to express disagreement without offending? Is the student able to compromise or must s/he always get his or her own way?
- **Dependability.** Does the student attend school, work, or other obligations as expected? Is s/he punctual? Does s/he need to be reminded to follow through with promises and tasks?
- **Perseverance and/or determination.** What challenges has the student faced and overcome in the past? Is the student able to continue working even when “the going gets tough?” When does the student give up on a hopeless situation?

When complete, please return your reference via one of the methods that follow.

- *Mail your reference letter to:* Texas Tech University, BASW Program, Box 4102, Lubbock, TX, 79409-1012.
- *E-mail your reference letter to:* sasw.socialwork@ttu.edu

Please ensure that your letter lists your full name and professional contact information. Letterhead is preferred. If I can answer questions or concerns about this request, please let us know by dropping a note to sasw.socialwork@ttu.edu or calling Ms. Jasmin Lopez at +18068341026.

Sincerely,

Dr. Laura Lowe
BASW Program Director & Associate Professor of Social Work