

## Letter of Recommendation Requirements

If you are an incoming freshman and you need a letter of recommendation for recruitment, please follow the following steps.

1. Provide all of your personal, school, and recruitment information online here:  
<http://goo.gl/forms/OUgFSyKI9T>
2. Email all of the documents detailed below to: [nycaxoalum@gmail.com](mailto:nycaxoalum@gmail.com).

**Please allow at least 2 weeks for your recommendation to be completed.** For example, if recommendations for your school are due on 7/15, all recommendation materials must be submitted no later than 7/1. A request for recommendation not submitted within the required timeline cannot guarantee you a recommendation.

Document	Description	Required Format
1. Picture	This should be a headshot	Picture format (jpeg, png, etc.)
2. Transcript	Unofficial or official	PDF format
3. Resume	<p>This should detail all extracurricular activities, academic awards, jobs, volunteer work, and the years of involvement</p> <ol style="list-style-type: none"> <li>a. Please do not put the grades you were involved, please give the actual years (e.g., 2011-2014)</li> <li>b. Please include a description of the activity and mention any leadership role(s) you may have held.</li> </ol>	Microsoft Word or Mac Pages
4. Personal Statement	<p>Alpha Chi Omega has 5 valued criteria for membership, which are detailed below. You should write a personal statement that addresses how you believe you fulfill each of these qualities. This statement should be ½ page – 1 page in length. Each item should be individually addressed. This shouldn't be a regurgitation of your resume but should help us get to know you as a person.</p> <ol style="list-style-type: none"> <li>1. Academic Interest and Achievement           <ul style="list-style-type: none"> <li>• Where do your academic interests lie?</li> <li>• What major are you considering and why?</li> <li>• How have you strived for and shown academic achievement?</li> </ul> </li> <li>2. Character—Give an example(s) of how you:           <ul style="list-style-type: none"> <li>• Are well rounded,</li> <li>• Demonstrate responsibility for your actions, and</li> <li>• Interact with others.</li> </ul> </li> <li>3. Leadership           <ul style="list-style-type: none"> <li>• If you have had a leadership position(s), what has this position(s) taught you about being a leader?</li> <li>• If you haven't had any leadership positions, what has being part of a team taught you about leadership and</li> </ul> </li> </ol>	Microsoft Word or Mac Pages

- being a team player?
  - Are you interested in running for any leadership positions within the sorority? If so, which? What would you bring to the table?
4. Financial responsibility
    - Give an example(s) of how you show or have had to show financial responsibility and what it taught you.
    - How do you honor your financial commitments?
  5. Personal development
    - What are your interests, pursuits (e.g., personal goals, career aspirations, hobbies, philanthropic causes, etc.), and talents outside of school?
    - What are you passionate about?
    - How would you describe yourself in 3 words?

Loyally,  
Gamma Gamma Alumnae Chapter  
Alpha Chi Omega  
New York, NY