

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/gxW0sgxKfdVKMBH33>
2. Email all of the documents detailed below to: axopipi@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 should be submitted no later than 7/1.

A request for recommendation not submitted within the required timeline cannot guarantee you a recommendation, but we will try our best. Getting your recommendation materials to us in a timely manner gives us time to find an Alpha Chi Omega alumna from your school to do the recommendation.

Document		Description	Format
1. Picture	Recommended	This should be a headshot	GIF, JPEG or PNG format.
2. Transcript	Required	Unofficial or official. For your own protection, please ensure that your transcript does not contain your SSN before you send it.	PDF format
3. Resume	Required	<p>This should detail:</p> <ul style="list-style-type: none">• Extracurricular activities (including sports, clubs, etc.)• Academic awards (honor role, other honors, scholarships, etc.)• Jobs/Employment• Volunteer work/community service <p>Include the years of involvement, any leadership role(s) you may have held, and a description of the activity. Feel free to also include hobbies and other things you enjoy doing.</p>	Microsoft Word or Mac Pages preferred please
4. Personal Statement	Required	Alpha Chi Omega has 5 valued criteria for membership, which are detailed below. Please write a personal statement that addresses how you fulfill these qualities so that we may get to know you as a person.	Microsoft Word or Mac Pages

The questions provided below are meant to give you ideas for your personal statement. Every question does not have to be answered. Your statement should be in essay format, single spaced, and a minimum of 1/2 page in length. This should not be a repeat of your resume.

[1] Academic Interest – Intellectual advancement and sound scholarship

[2] Character – Moral integrity, dignity, and loyalty

[3] Financial Responsibility – Prompt payment of dues and fees and other financial obligations

[4] Leadership Ability – Participation in campus and community activities

[5] Personal Development – social awareness, poise, personal presentation and cultural appreciation

1. Academic Interest

- How have you strived for and shown academic interest?
- Where do your academic interests lie?
- What major are you considering and why?

2. Character

- How do you demonstrate responsibility for your actions?
- How do you interact with others?
- How would you describe yourself in 3 words?

3. Leadership ability

- If you have had a leadership position(s) in school or in your community activities, what has this position(s) taught you about being a leader?
- If you haven't had any leadership positions, what has being part of a team taught you about leadership and being a team player?
- Are you interested in running for any leadership positions within the sorority? 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, bills, etc.?
 - How do you plan to pay for dues?
5. Personal development
 - How do you express social awareness and cultural appreciation?
 - Do you have any philanthropic causes?
 - What are your interests, hobbies, and talents outside of school?
 - What are your personal goals?
 - What are you passionate about?

5. Personal recommendation Optional

Some individuals choose to include letters of recommendation from school counselors, teachers, or other adults they know. This is not required but if you would like to include this to help us get to know you better, feel free.

Loyally,
Pi Pi Alumnae Chapter
Alpha Chi Omega
Philadelphia, PA