

Application Letter of Support Guidelines

- Letters required to complete an application to the PRSA College of Fellows:
 - **Four** from individuals who are public relations practitioners or educators
 - **One** from an individual who **is not** a public relations practitioner or educator
 - **One** letter from a Chapter/Section/District officer or immediate past president/chair that must be submitted with the comment form.
- No individual, including current members of the College of Fellows and current or past PRSA leaders, can write a letter of support for more than one applicant per year.
- A letter must comply with all Fellows' letter of support guidelines, listed in Instruction numbers 3 and 4:
 - No longer than one page.
 - Typed in a minimum 12-point font with one-inch margins.
 - Submitted on business, organization or personal letterhead.
 - Submitted by the letter writer.
 - Contain an original signature or, if the letter is in PDF, an electronic signature.
 - Sent to PRSA headquarters via email as a PDF attachment, by mail or via fax.
- Received by the PRSA College of Fellows no later than the application deadline. If a letter of support is late, an application will not be complete and cannot be reviewed.
- Know who **cannot** write a letter of support:
 - Members of the PRSA Board of Directors.
 - Members of the College of Fellows Executive and Selection Committees.
 - An applicant's own GoodFellow. (A GoodFellow can write a letter of support for another applicant.)
- Submit
 - Scanned as a PDF with original or electronic signature,
Email: FellowsApplication@prsa.org
 - Printed with original signature,
Mail:
PRSA College of Fellows
33 Maiden Lane, 11 Floor
NY, NY 10038
 - Fax:** 212-460-5900
- A good letter of support should:
 - Add something to an applicant's submission, *not repeat* the resume or application.
 - Writers should:
 - know the applicant well;
 - briefly explain why/how he or she is in a position to write on an applicant's behalf; and
 - address College of Fellows criteria, such as an applicant's professional accomplishments, contributions to the profession, service as a role model, capabilities, ethics, integrity or reputation.