

## 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 public relations educators.
  - One from an individual who is <u>not</u> a public relations practitioner or public relations educator.
  - One 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. (Chapters/Sections/District Comment Forms and letters are exceptions.)
- All letters must comply with Fellows' guidelines, 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.
  - College of Fellows Officers and members of the Selection Committee.
  - 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, integrity, reputation or ethics.