



Office of Catholic Schools  
835 N. Rush Street  
Chicago, IL 60611  
tel 312.534.5200  
schools.archchicago.org

## ***GUIDE FOR WRITING A LETTER OF REFERENCE***

### **Principal Applicant**

#### **Archdiocese of Chicago**

**You are requested to include the following in your letter of reference for an applicant pursuing an elementary principal position in the Archdiocese of Chicago.**

- Relationship to the applicant (employer, professional colleague, faith reference)
- Ability to interact with others, accept and share responsibilities, make decisions
- Applicant's personal characteristics and attitudes indicative of an effective leader
- Applicant's personal characteristics and attitudes that might be a hindrance to being an effective leader
- Recommendation statement in favor of the applicant becoming a principal in the Archdiocese of Chicago
- If applicable, a statement of reservation regarding applicant's prospects of becoming a principal in the Archdiocese of Chicago
- For members of religious congregations, the faith reference is the applicant's major superior.

Please include your name, signature, title, and telephone number and forward your letter of reference to the Office of Catholic Schools.

Thank you for your candid responses and for taking the time to write a letter of reference for this applicant.

#### **Please send letter to:**

Principal Selection Process  
Office of Catholic Schools  
P.O. Box 1979  
Chicago, IL 60690-1979  
Fax: 312-534-5295  
Email: [jgouzeas@archchicago.org](mailto:jgouzeas@archchicago.org)