Bureau of Labor Statistics (BLS)
2004 Commissioner's Leadership Program (CLP)
Workforce Staffing and Recruitment
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Letters of Recommendation for Information Technology Specialists

Please request letters of recommendation from two professionals familiar with your work, such as a professor, academic advisor, supervisor, or manager. All recommendation materials must be received by Dan Herrmann at the Bureau of Labor Statistics (BLS) by March 8, 2004. If received after that date, you will not receive consideration under this program.

Recommenders should include in their letters an assessment of your strengths and weaknesses, thoughts on what makes you unique or distinctive, and an evaluation of your proficiency in the following areas:

1. Ability to plan, organize, and complete projects under tight deadlines while working effectively as a team member.

2.   Ability to communicate effectively both orally and in writing.

3. Ability to analyze complex requirements and design documents.

4. Ability to program in languages such as Java/J2EE, C++, or SAS and knowledge of database management systems such as SYBASE or Oracle.

5. Knowledge of software development methodology and techniques such as object oriented software engineering, rational unified process (RUP), or capability maturity model (CMM).

Recommenders should also include their name, title, contact information, and the nature of their professional relationship with you.

Since your recommenders may not be familiar with BLS or the Commissioner's Leadership Program, you may want to share with them the following description:

BLS is the principal fact-finding agency for the Federal Government in the broad field of labor economics and statistics. As an independent national statistical agency, BLS collects, processes, analyzes, and disseminates essential statistical data to the American public, the U.S. Congress, other Federal agencies, State and local governments, business, and labor. BLS also serves as a statistical resource to the Department of Labor.

A goal of the Commissioner's Leadership Program is to attract and retain exceptional Information Technology Specialists who will develop expertise across BLS programs through rotational assignments. Those selected for the program will receive rotational assignments in a variety of offices over a 2-year period. Successful completion of this program can lead to career employment with BLS.