

Southwest Health

Helping Hands Volunteen Program

Recommendation Letter Request

To the Teacher, Counselor, Coach, or Employer:

The student named below has applied to the Helping Hands Volunteen Program at Southwest Mississippi Regional Medical Center — a structured summer volunteer program open to upcoming juniors and seniors in high school. As part of the application process, we ask for one letter of recommendation from a current or recent teacher, counselor, coach, or employer who can speak to the applicant's character, reliability, and readiness to work in a professional healthcare environment.

There is no required format. A brief, sincere, and specific letter is all we ask. Letters may be submitted by email or delivered in a sealed envelope with your signature across the seal.

Applicant information — to be listed in the letter:

Applicant name: _____

School: _____

Upcoming grade: _____ Junior Senior

What the Letter Should Address

We are not looking for academic performance. We are looking for character. A helpful letter will speak to one or more of the following:

- The applicant's reliability and follow-through
- Their ability to interact respectfully and kindly with others
- Their maturity and ability to handle challenging or emotional situations
- Any qualities that suggest they would represent Southwest Health well as a volunteer
- Any concerns the recommender believes the program should be aware of

You are not required to address all of the above. Write what you genuinely know about this student. A short, honest letter is more valuable to us than a lengthy one that is not specific.

Submission Instructions

Email to	rfuller@smrmc.com — Subject line: Volunteer Recommendation — [Applicant Name]
Mail / deliver to	Ronda Armstrong, Manager of Guest and Volunteer Services Southwest Mississippi Regional Medical Center
Deadline	May 14, 2026
Questions	Cell: 601-600-0585 Office: 601-249-1489 rfuller@smrmc.com

Recommender Sign-Off

Name (print):

Title / Role:

Phone:

Email:

Recommender signature:

Date:
