

MU Tour Team Application

Thank you for your interest in applying for Tour Team. To apply, you need to complete the following four tasks:

1. Submit a cover letter and resume. Please try to limit them to one page, if possible.
2. Submit the completed recommendation form from a MU faculty or staff person.
3. In giving tours to prospective students, their families and other visitors, you are the first and sometimes the only MU student they meet. Provide a representation of the leadership and creativity you will demonstrate on the tours you will give by submitting a creative project. This is your opportunity to show your personality, Mizzou Spirit, and potential as a member of Tour Team. If you have a question about the project, email either Alexis Brown or Adrienne Hoffman.
4. Please enclose the paper portion of your applications in a two pocket folder.

Applications are due by 5pm on February 24, 2012 to 104 Jesse Hall. We will review all submitted applications and post a list of candidates for interviews outside of 104 Jesse Hall on Monday, March 5th. If you have any questions, please do not hesitate to email or call one of us!

Thanks,

Alexis Brown, Co-Chair (660-888-3389) atbyqf@mail.missouri.edu

Adrienne Hoffman, Co-Chair (469-441-2345) hoffmanadrienne@gmail.com

LeAnn Stroupe- Director (573-882-6333) StroupeL@missouri.edu

TO: Potential Reference

FROM: LeAnn Stroupe

SUBJECT: MU Tour Team Reference

The MU Office of Visitor Relations is preparing for our annual recruitment of campus tour guides for the MU Tour Team. The students who are chosen serve an integral role in our overall student recruitment process and other public relations activities, as well as serving as university ambassadors for visitors.

To run successful recruitment efforts, our tour guides must be students with outstanding leadership skills and an exceptional ability to work and interact with others. In selecting tour guides, we look for a diverse group of students who represent a cross-section of the Mizzou student body. The specific qualities that we look for during our selection process are enthusiasm for the university, ability to make a strong positive first impression, resourcefulness, outgoing personality, etc...

As the student's reference, we would ask that you please provide insight into these characteristics and any other relevant information on the student and their ability to serve as a representative of the University. These recommendations are of great importance when considering applicants, so your involvement in this process is greatly appreciated.

Once you have completed your remarks please place your letter in a sealed envelope, signed across the seal, and return it to the student, who will include this letter as part of their application. If you have any questions regarding this process or the specific qualities that we are looking for in our guides, please feel free to contact LeAnn Stroupe at stroupel@missouri.edu or at 573-882-6333. Thank you for your assistance and we look forward to receiving your reference letter.

Please rate the student in comparison to peers and other classmates of equal standing (e.g. sophomores) you have known according to the characteristics listed below.

	Below average	Average	Good	Superior	Excellent	NB No basis for judgment
Enthusiasm for Mizzou						
Oral skills						
Initiative & motivation						
Ability to work with others						
1 st impression						
Outgoing personality						
Assertiveness						
Confidence						

Why do you feel this student would be a good representative and tour guide for Visitor Relations?

Name of recommender

Position

E-mail

Phone