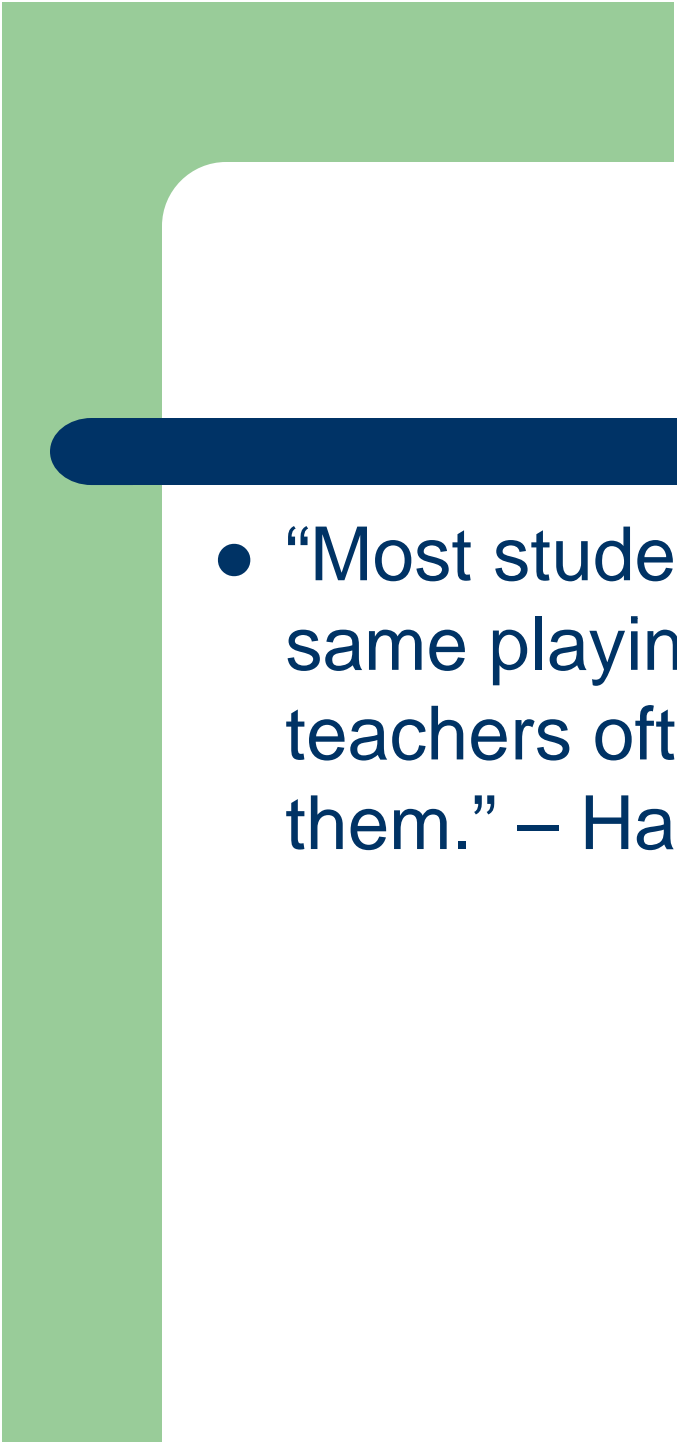



# LETTERS OF RECOMMENDATION

The truth behind the myth



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- “Most students being considered are on the same playing field academically---words of teachers often make the difference between them.” – Harvard University

# FACTS:

- **Not all schools require Letters of Rec e.g. UC-CSU-Out of State State Schools**
- **Regional Reps read Letters of Rec by school**
- **You have the right to say “no” to a student.**
- **Letters are confidential and need not be shared with the student**

# NUTS AND BOLTS

- **Student's should give you two weeks notice.**
- **Request should include:**
  - \***Brag Sheet**
  - \***Teacher form**
  - \***Stamped envelope, addressed to the College/University**
- **Use Letterhead stationery**
  - \***At top write "Letter of Recommendation for (student's name)"**
  - \***Address letters "To Whom It May Concern"**
- **Letters should be no more than one page**

# COMMON APPLICATION

- **Simplifies admission by eliminating duplication of effort**
- **Used by over 350 private institutions**
- **Complete Teacher Evaluation form – do not sign**
- **Copy the form for the number of schools**
- **Sign each copy (needs original signature)**
- **Attach Letter of Recommendation to each form**
- **Student should give stamped envelope for each school**

# THE 5 PARAGRAPH LETTER:

- 1: Essence of student/relationship
- 2: Course content & Methods
- 3: Describe the student as a learner, as a scholar. MAIN purpose of your recommendation.
- 4: Relationship with you and classmates
- 5. Wrap it up

## DO:

- Choose “1<sup>st</sup> words” carefully
- Use the most specific adjectives you can and support them where possible
- Stick to academic information from your class
- Show student’s ability to meet the challenge of college work.
- Proofread!!

## DON'Ts

- Don't be generic
- Avoid gender-stereotyped language
- Don't mention a learning disability or student's disciplinary record
- Don't say all the students are "the best"

# Remember! Writing can always be misinterpreted!!

- “I look forward to John’s final term at the school.”
- “This young lady has no problems to speak of.”
- “No one wants to play soccer worse than he does.”



**IT'S A GREAT FEELING WHEN...**



**YOU'RE DONE!**

(Save a copy!)