

# Letters of Recommendation

## *(Hints and Guidelines for Students)*

The purpose of a letter of recommendation is to provide validity and support to a student's accomplishment, character and post high school plans. In order for this to occur, a student must give serious consideration when choosing who can **best represent them on paper**. To help with your decision, consider the following:

- How long have you known the person?
- What is your relationship with the person? (teacher, employer, coach, family friend, counselor, ect)
- Do you feel that this person knows you well enough to give a **positive** recommendation?

Before you ask someone to accept the responsibility of writing a letter of recommendation, be prepared to provide basic information---preferably in writing:

- What is your full, legal name and what is your current grade level?
- What individual or organization is this letter to be sent to and what is the full address?
- What is the purpose of your application? (School admission/scholarship/job)
- What specific information is requested, if any? (Academics/personal characteristics/involvement)
- What is the deadline?

You should be prepared to discuss the following areas with the person you are asking. (It is helpful if you are able to give brief examples of a ways in which you demonstrated this ability, characteristic, service, ect)

*If you have taken the time to create a resume, this is where it really becomes handy. Remember, the more information the person has, the more complete and accurate they can be.*

- ACADEMICS (course selection; correlation of courses and career goals; grades; improvements; ect)
- EXTRACURRICULAR ACTIVITIES (List activities that have helped you prepare for chosen career path; list in detail the activities you participated in; number of years involved; offices held; etc. (use back of form)
- EDUCATION / CAREER GOALS (what college do you plan to attend, what is your intended major, what job do you want to have after high school?)
- OTHER (special talents; honors/awards received; offices or positions held; ect)

➔ *Keep in mind that it takes time to compose a well-written letter of recommendation. Therefore, provide a one to two week period of time for their person that you select to complete the letter.*

➔ *You may find yourself in a position that you must describe yourself. Many students struggle with this, however, it is a time to emphasize the positive!!! The following may suggest characteristic that you believe you demonstrate.*

Reliable	Original	Secure	Assertive	Competitive	Curious	Strong
Flexible	Responsible	Adaptable	Conservative	Serious	Relaxed	Modest
Mature	Resourceful	Spontaneous	Ambitious	Conscientious	Quiet	Persuasive
Motivated	Creative	Friendly	Logical	Open-Minded	Creative	Imaginative
Goal-Oriented	Idealistic	Confident	Dependable	Hardworking	Articulate	Structured
Athletic	Outgoing	Adventurous	Careful	Dedicated	Organized	Intuitive
Supportive	Persevering	Forceful	Analytical	Impressionable	Trustworthy	Cooperative
Consistent	Dependable	Thoughtful	Determined	Kind	Sincere	Honest

# Letters of Recommendation

## *(Worksheet for Students)*

Full, legal name and what is your current grade level?

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Address of individual or organization this letter needs to be sent:

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Purpose of your application? (School admission/scholarship/job)

When applicable, something specific you want the recommender to address or specific information requested by organization? (Academics/personal characteristics/involvement/bubble of admission requirements-comment on academic potential and motivation)

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Needed by: \_\_\_\_\_

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- **EXTRACURRICULAR ACTIVITIES** (List activities that have helped you prepare for chosen career path; list in detail the activities you participated in; number of years & HOURS involved; offices held; etc.

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- **EDUCATION / CAREER GOALS** (what college do you plan to attend, what is your intended major, what job do you want to have after high school?)

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- **PERSONALITY/CITIZENSHIP** (three words to describe yourself and why? What things have you done to demonstrate these qualities?)

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- **OTHER** (special talents; honors/awards received; offices or positions held; ect)

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