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, etc)
- 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, etc)

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; etc)
- 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; etc)

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 the 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?
_____________________________________________________________________________________

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

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)
_____________________________________________________________________________________
_____________________________________________________________________________________

Needed by: ______________________

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 & HOURS involved; offices held; etc.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

• 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?)
_____________________________________________________________________________________
_____________________________________________________________________________________

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

• OTHER (special talents; honors/awards received; offices or positions held; ect)
_____________________________________________________________________________________

Provided as a service of the Bradford High School Guidance Department
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