

WRITING EFFECTIVE
LETTERS OF
RECOMMENDATION

MEPHAM STAFF RESOURCES

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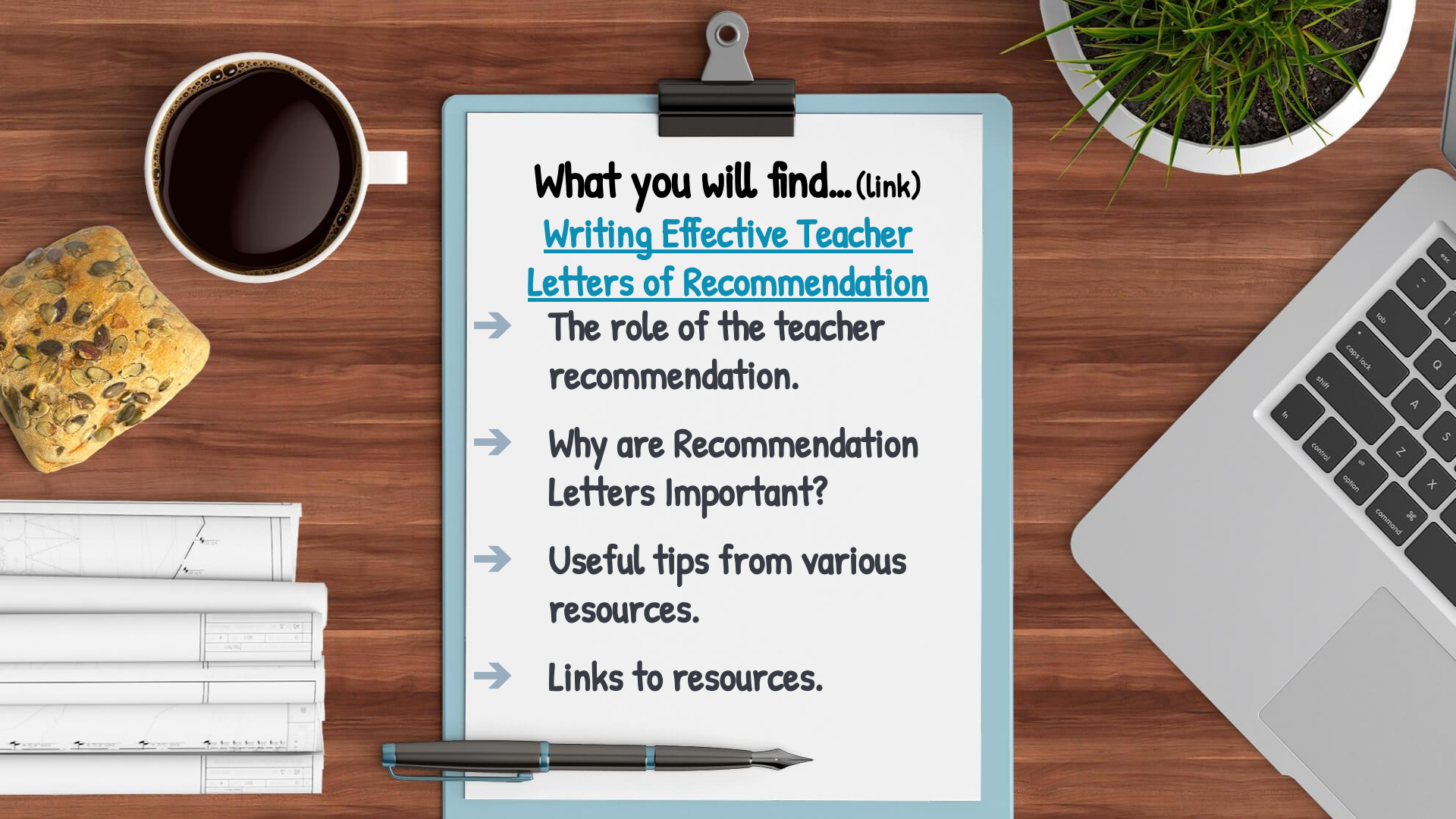


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What you will find... (link)
**Writing Effective Teacher
Letters of Recommendation**

- The role of the teacher recommendation.
- Why are Recommendation Letters Important?
- Useful tips from various resources.
- Links to resources.

STRONG EXAMPLES

Great Opening Lines

The Hard Worker

Classroom Character

Extracurriculars

Connect to the Major





GREAT OPENING

This one **grabs** the reader's attention for a high achieving student, **setting her apart** from others, and **qualifies it!**

To whom it may concern:

This is my 19th year teaching. Quick math informs me I have taught approximately 2,565 students in my time. *Diana Conte* is **the most remarkable student** to ever sit in any one of the 95 classes I have instructed. We teachers throw around the word exceptional too often- it has lost its currency. *Diana*, however, epitomizes exceptionalism, proving this daily in my classroom at W.C. Mephram High School.



HARD WORKERS

When *Joseph* is presented with a concept or topic that he finds difficult, he asks excellent questions that deepen his own, and his classmates, understanding of the material.... *Joe* was a regular visitor to extra help where he would ask for additional problems to do at home so that he could continue working on the material with which he was struggling.

Frank was an active participant and was usually the first person to raise his hand in response to a question or to volunteer. He is also a natural leader. He organized his group members during cooperative learning assignments; he kept the group on task and included each individual in the discussion.

CHARACTER IN THE CLASSROOM

... tenacity and grit and a clear sense of what he wanted to accomplish and where his academic career was heading. ...refused to give up and drop out of the class. He employed every means available to him to not only prove worthy of a seat in the class but to succeed to the best of his ability.

John exhibits the qualities of the ideal student. He arrives to class every day with a broad smile and congenial hello. He is ready to work, is attentive, has his homework complete and asks well thought out questions. As the course of the year proceeded, I witnessed the development of a self-confidence that was obviously satisfying to *John* and gratifying to see as his teacher. He began to share his thoughts, insights, questions, and answers with the rest of the class who unwittingly embraced his growth and even nurtured it. *John* is one of the hardest working students that I have had in class.

USE OF EXTRACURRICULAR ACTIVITIES

In the classroom, *Ryan* is all business. His demeanor is quiet and reserved never seeking attention, recognition or accolades. He allows for the participation of every student in the class. He absolutely never expresses, by word or gesture, the slightest degree of impatience or boredom. Quite to the contrary, he is always happy to assist any student in the class with a misunderstanding using a ready example that might help them grasp a concept. Outside the classroom, *Ryan* exhibits a truly wonderful sense of humor and camaraderie. His participation in events such as talent shows, dance competitions, and Mr. Mephram exposes us to a side of *Ryan* that one would never think existed were encounters limited only to the classroom. A testimony to his self-confidence, *Ryan* can easily let his hair down and engage in these activities that are entertaining, fun, humorous and sometimes even a bit silly. No matter the activity or team, *Ryan* brings his unique level of dedication and drive and becomes a motivational force to all around him.

IF POSSIBLE, CONNECT TO MAJOR

Hunter has shared with me that he intends on pursuing a career in nursing. I cannot think of a career more suited to *Hunter* or a person more suited to the career. *Hunter's* interactions with his peers and faculty alike are evidently comfortable and gentle. He flashes a broad smile liberally and is willing to lend a supportive hand or listening ear at all times. Overall, *Hunter* is a terrific young man and will certainly make his mark in his chosen career.

CONCLUDE WITH A DIRECT RECOMMENDATION

I wholeheartedly recommend *Ronald Batcher* to you. His intellect, determination and work ethic are tools that any school community would be fortunate to have at their disposal. If I could be of any further assistance to you in this process, please do not hesitate to contact me at the above address or telephone number. Thank you for this opportunity and privilege.

Very truly yours,

Your Name

W. C. Mephram High School
Social Studies Department

- Many of our students apply to same schools.
- Same reps are reading their applications & your letters.
- Important to have unique, meaningful letters.
- Your letter may be the only one a school receives!
- Support your statements.
- Focus on student qualities, *not* their activities.

EACH STUDENT IS UNIQUE



- Stick to one page.
- Remember to Proofread!

YOUR LETTERS CAN PLAY A SIGNIFICANT ROLE IN
HELPING A STUDENT GET INTO THE COLLEGE OF
THEIR CHOICE.

ACCEPTED

Dear Student Applicant,

On behalf of everyone at our university, I am pleased to congratulate you on our acceptance. We were very impressed by your academic history and achievements and feel that you will be a great addition to our University alumni. As you know, our University is the oldest in the world and is known for accepting only the best students. After careful review of your application, we have accepted you based on our criteria for acceptance.





THANK YOU FOR ALL
YOU DO FOR OUR KIDS!

Happy Writing!