

LETTERS OF RECOMMENDATION

Recommendation Writers

Objective and meaningful letters of recommendation are valuable aids to candidates. If you are not able to write a positive letter, please decline their request.

Suggestions for Writing Recommendations

- ❖ Do not give out information about a candidate without the candidate's written consent.
- ❖ Keep letter to one (1) page in length.
- ❖ If possible, type or print letter on your organization's letterhead.
- ❖ Indicate in the letter the first and last name of the candidate about whom you are writing.
- ❖ Learn from the candidate the purpose of the letter (employment or education) and skills, knowledge or qualities that should be targeted. Use this information to write the letter.
- ❖ Use specific examples based on personal experience or observation of the candidate.
- ❖ Convey factual information rather than subjective judgments.
- ❖ If you express an opinion, clearly identify it as an opinion.
- ❖ Do not include information that might indicate the candidate's race, color, religion, national origin, age, disability, citizenship status, gender, or marital status.
- ❖ Date and put an original signature on the letter.
- ❖ Return the letter to the candidate or send to addresses provided by the candidate.
- ❖ **Keep a copy of the letter of recommendation and the candidate's written consent.**

An early response to requests for letters of recommendation is greatly appreciated.

Suggestions for Candidates

- ❖ Identify writers who can provide specific examples of your skills, knowledge, and qualities.
- ❖ Talk with possible writers to learn their comfort level in writing recommendations for you. If necessary, accept their decision to decline writing a recommendation.
- ❖ Provide writers with a résumé describing your background and experiences, and specific information about the opportunities you are seeking.
- ❖ If necessary, send a note or call writers to remind them of the importance of their recommendations and the need to get the letters quickly.

Candidate Information for Letter Writers

Name _____ Major(s) _____

1. Provide a résumé.
2. List all the ways that the writer knows you (teacher, advisor, supervisor, coach, other.)
3. Indicate career plans.
4. List key skills, knowledge, and qualities that you would like the writer to address.
5. Indicate specific related accomplishments or other helpful information.

Written Consent for Written or Verbal Recommendations

I, _____ request and give consent for
_____ to provide written or verbal
references about me to employers or educational programs.

Signature _____ Date _____

Recommendation Writers - Keep this Release Form