**Letters of Recommendation**

A letter of recommendation is a detailed discussion of the personal qualities, accomplishments and experiences that make you unique and perfect for the graduate or professional program to which you have applied. A well written letter of recommendation provides an admissions committee with information that may not be found elsewhere in your application. This can make up for the weaknesses that may be found in your test scores, personal statement/admissions essay, resume, etc. Nearly every graduate/professional program requires the submission of letters of recommendation. Please see below for the recommended process for requesting letters of recommendation.

**Who to ask:**

Consider asking faculty members, school administrators, classroom teachers, and employers. The persons you ask to write your letters should:

1. Know you well and long enough to write with authority
2. Know your work
3. Describe your work positively
4. Have a high opinion of you
5. Know that you are applying to the Professional Level/Student Teaching Cohort
6. Know your educational and career goals
7. Be able to favorably compare you with your peers
8. Be able to write a good letter

**Approaching your letter writers:**

When approaching potential recommenders, ask if they know you well enough to write a meaningful letter. Pay attention to their demeanor – if you sense reluctance, thank them and ask someone else. **Please be aware that no one is required to write a letter of recommendation and may decline this request for a variety of reasons**. Keep in mind, this declination can be avoided by providing your requested recommender with all necessary information, giving them sufficient time to write and submit a letter, meeting with them in person, and asking individuals who know you well.

**Necessary Information:**

Provide them with the following:

1. Your Resume
2. Be sure to collect the letter for submission at the time of application.
* The letter should be less than one page including letterhead, and signed by the person submitting the letter.
* The letter could address your professional demeanor: on time, appropriate workplace behavior, communicate effectively, ability to problem solve, organizational skills and ability to work with others. Specific examples are appreciated.
* The letter could address your ability to work with youth, and your passion for teaching. Specific experiences are appreciated. Ask the writer to include approximate hours worked with youth if you are using this letter for ED 309 documentation.

**NOTE: Four to six week notices are recommended as the minimum amount of time to provide letter writers. Be sure to schedule an appointment to provide your letter writers with the necessary information.**

**Deadline Approaches:**

Letters of recommendation due by February 1, 2017 on Canvas submission site.