

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 any 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.

Whom 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 for long enough to write with authority
2. Know your work and can describe it positively
3. Have a high opinion of you
4. Know that you are applying to the Professional Level/Student Teaching Cohort
5. Know your educational and career goals
6. Be able to favorably compare you with your peers
7. 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 that 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. Professional Goals Statement
 3. Be sure to collect the letter for submission at the time of application.
- The letter should be less than one page including leader head, and signed by the person submitting the letter.
 - The letter could address your professional demeanor (e.g., on time, appropriate workplace behavior, communication skills, ability to problem solve, organizational skills and ability to work with others). Alternatively, the letter could address your ability to work with youth, and your passion for teaching. In either version, specific examples are appreciated.

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.

Deadlines:

Letters of recommendation are due by February 1, 2019 on the Double Degree Canvas submission site.