What is it?
• Highlights a person’s character traits and work ethic to aid them in their application process.
• The student may use it to help them enter an academic program or a career.
• It provides universities or companies a reference’s account of an applicant’s qualifications, including their skills, strengths, goals and accomplishments.
• **Who writes it:** Someone who has spent time with them in an academic or professional setting.
Start by narrowing the scope: Get more information

1. What is this for? A job? School? A scholarship?

2. What are the key things this organization is looking for?
SECTION 2

Breaking it Down
Ask the student for academic information
Ask for:

1. List of academic achievements
2. Extracurricular activities
3. Their GPA.
4. Information about the program, university or job they’re applying to.

This information will help you tailor the letter to the program or job they’re applying to. Your goal is to be an advocate for your student and help support and highlight their success.
• If your student is applying to a job, ask to review their resume so you can better understand their professional or academic background.

• You can also request the job description to best identify how the student can succeed in the role.

• If your student is applying to a university or other program, you can ask to review the personal essay they are likely submitting if it’s ready.

• You can also speak with the student to learn more about why they’re applying, what they want to achieve and what they hope to gain from the opportunity.

• You can include your perspective on this information in your letter.
Address your letter accordingly

To Whom It May Concern:

[Handwritten text]
Addressing your letter properly can ensure it reaches the correct person and even make the recommendation seem more personalized for the reader.

Ask the student who the letter should be addressed to, including the person’s role in the application process.

If your student does not have a specific person to address the letter to, you can also address your recommendation to a company’s human resources department or a college’s admissions office.
Introduce yourself and your qualifications

Hello
My Name Is

______________
At the beginning of your letter, identify who you are and how you’re qualified to speak on the student’s behalf.

Include your job title, such as the subject you teach or a specific course you taught the student.

You could alternatively specify your role as the coordinator of a club or extracurricular activity the student was an active member of, especially if you’ve never had them in class.
Include details about your academic relationship with the student
Continue your introduction by discussing how long you’ve known the student and in what capacity.

You can also describe your first impressions of the student and the ways in which you’ve watched them develop into the well-rounded student they are.

Consider phrasing your perspective of the student in terms of how they surprised or impressed you in the classroom, on their assignments and in other academic settings.
Highlight the student’s qualifications with examples
Many universities and companies often look for candidates they believe can contribute to and improve the organization.

A hiring manager may want to read about how the student can help grow their business and positively contribute to company culture.

The admissions counselor may want to know if a student is likely to join clubs and organizations, be active in their education and assist their peers.

Consider who is reading your letter of recommendation, and include examples and information about how the student will benefit the university or company.
Illustrate their potential success by showing the contributions they made to your school. Your examples can be drawn from their resume or academic information, including items such as:

- Sports
- Clubs
- Volunteering
- Competitions, awards and recognitions
- Individual or group projects
- Presentations and public speaking opportunities
- Leadership roles, such as captain of a team or president of a club
- Academic excellence, such as improved or maintained grades
Conclude your letter
You can end your letter by restating your support of the student’s qualifications and offer to remain available should the reader have more questions about your recommendation and experience with the student.

Consider including a few options for them to contact you, such as a phone number where you can be available and your email address.

This final step can show the company or university that you believe in the student’s abilities and fully endorse them for the program or role, which may influence their decision in selecting the student.
Don't be afraid to ask the student for more information. Remember, you are doing them the favor so you're not overstepping by asking for additional clarification.
Some Finer Points
Length

- Usually only a page.
- Often less

Letter of Recommendation for Scholarship

Wednesday, October 28, 1964

Bard Byrham
Fisci paceuse felis sed laces.
Fisci paceuse felis sed laces.
54 Eagle Crest Drive
22 Espaght Avenue
Kansas City Missouri 64119

Dear Bard:

I am writing to recommend Dr. Bard Presentt blandit. Nam nulla. Integer pede justo, lacinia eget, tincidunt eget, tempus vel, pede. Nulla porttitor Lorem id ligula. Byrham for consideration in his application for scholarship. I have known Bard for over 1 year. Bard has impressed me with his paceuse felis sed laces. His passion, focus, and determination. With Fisci paceuse felis sed laces, praece and attitude towards achieving his paceuse felis sed laces. Quo. Fisci paceuse felis sed laces, never hesitated to ask for help assistance or clarifications.

I have likewise been impressed how Bard gets along well with everyone. Bard is likewise very active in his curricular activities. Fisci paceuse felis sed laces. Nemo harum and there is no doubt in my mind that his paceuse felis sed laces will succeed in whatever path Fisci paceuse felis sed laces will take.

Cras et pede, molestas in, imperdiet at, commodo voluptate, justo. In blandit ultrices enim. Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Bard is academically smart and motivated. It manifests with Fisci paceuse felis sed laces, credentials. Following the premises above, I believe that Dr. Bard Presentt blandit. Nam nulla. Integer pede justo, lacinia eget, tincidunt eget, tempus vel, pede. Nulla porttitor Lorem id ligula. Byrham is very much deserving of a scholarship.

If in case you have additional inquiries or concerns, you may contact me via email at kubas@example.com or via phone at (312) 4065021.

Sincerely,
What does it look like?

- Professional
- Letterhead if you have it
- Block paragraphs
- Clean
- PDF and not a .doc, .docx, or .pages
Things to focus on:

- Highlight both the **academic and personal traits** of the student to portray them as a real, personable human being.
- Emphasize the **strengths that are relevant** to the department or university the student is applying to (academic accomplishments for grad school or scholarship).
- Maintain a **positive and enthusiastic tone** throughout the letter.
- Provide **detailed examples** to prove the student has the abilities you describe.
Timeline

- Give yourself plenty of time to write it
- Two weeks or less is last minute
SECTION 4

Resources
Resources

1. [https://www.brandeis.edu/hiatt/resume-letters/docs/recommendations.pdf](https://www.brandeis.edu/hiatt/resume-letters/docs/recommendations.pdf)
Career Connections

Office of Teacher Education, Suite 1000

Call 812-856-8500 and ask to speak to a job search advisor or email edcareer@Indiana.edu or dmelnick@Indiana.edu