



Guidelines for letters of recommendation

Letters of recommendation are one of the most important supporting documents required to submit along with your application. The goal of a letter of recommendation for an academic position is to provide an overall assessment of your potential to excel in the course you intend to apply.

Letters of recommendations are of one full page length usually unless the referee wants to write more. Letter of recommendations play the role of a supporting document and can boost the chances of your admission. A strong recommendation letter is one which provides additional information about the candidate and may contain evidence or confirmation of the following:

- Academic performance- special achievements
- Personal characteristics- Initiative, poise, dependability, dedication, integrity, reliability, etc.
- Evaluation of accomplishments of the applicant- Honours and awards
- Special areas of strengths/ Unique experiences/ experiences which have an everlasting impression on your mind
- Capabilities
- Academic promise
- Ability to work with others
- Ability to work independently

Who should recommend you?

Sometimes, choosing the right person for writing your letter of recommendation can be the hardest part. It is important to identify the right person who is well aware of your talents, abilities and your personality. It is imperative that the individual writing the recommendation has a good understanding of your academic history, interests, goals, and aspirations. Simply put: choose from the following:

- ☐ Class Teacher
- ☐ Subject Teachers
- ☐ School Counsellor
- ☐ Co-ordinators
- ☐ Principal

Choose teachers who you think know you the best.



Give Enough Time

- Timing is everything when it comes to asking for a letter of recommendation. Give your writers plenty of time to develop their letters; they will need time to build on their ideas and write a thoughtful, meaningful letter.
- Make sure your writers have all of the materials they need in order to compose a recommendation letter, including:
 - Your full name, address, e-mail, and telephone number.
 - A copy of your résumé, activities, accomplishments, and achievements.
 - A full list of the colleges to which you are applying to, including addresses, with application deadlines clearly stated. If you are applying to particular departments, scholarships, or other special programmes, make sure to clarify that information for the teacher you have requested for a recommendation letter.
 - Provide information to your teachers if they have to send the letter directly to the college, include stamped, addressed envelopes for each college to which you are applying. In such case, provide complete address.
 - Provide information to your teachers if they have to upload the recommendation letters directly to your online application portal. In such a case, provide the link, user id and password.
- Your personal statement -A short "statement of purpose" that outlines the sort of college you hope to attend and why you think that sort of college would be best for you. Write one or two solid paragraphs. Make sure to focus on the academic issues related to your college choice, so that the teacher can provide specific information to support your application.



Letters of Recommendation