

Letters of Recommendation

What?

Two (2) letters of recommendation are required for your application to student teach.

All letters must be **signed** and **letterhead** is preferred.

Who to ask?

Ask someone who:

- is comfortable writing a letter for you.
- can write well and write easily.
- has experience writing letters of recommendation.
- is familiar with your work.
- knows you well enough to be able to include personal anecdotes in the letter.
- has the highest and/or most relevant job title.
(i.e. previous employer, academic advisor/instructors, mentor teacher, etc.)

When to ask?

Situations vary, but the more time you can allow for receiving your letter the better. As a general rule request your letter at least a month or two in advance.

How to ask?

Always be forthright when requesting a letter of recommendation. Explain exactly why the letter is needed and its importance to you. In addition,

- lead up to the request if possible. Get a sense of the writer's comfort level before actually making the request.
- never put the writer on the spot.
- always offer to provide information that makes the writing task easier (biographical data, employment or attendance timelines, etc.).

What should the letter include (... but not limited to ...)?

- Description of academic strengths and content knowledge
- Provide a testimony to your aptitude, curiosity and industriousness
- Demonstration of your maturity and seriousness of purpose
- Speak to your leadership ability
- Compliment your character
- Comment on your ability to build relationships
- Addresses organization and preparation skills
- Recognized communication skills
- Etc.

Who should the letter be addressed to?

These letters may contain a general salutation that could be used to apply for any teaching position, or to the Field Placement Coordinator.

- "To Whom It May Concern"