



# Writing effective letters of recommendation



From counselors to teachers, professors to peers, colleges invite recommendation letters. From individuals who see students from different vantage points, their insights help application readers get to know a student better by identifying accomplishments, perseverance, character, personality, and potential. Here are some suggestions for how to let the best advocates for your students.

## Your student has a reason for asking you. Find out what it is.

By understanding your student's motivations — what they learned, how you challenged them, what they enjoyed, how they grew — you can turn an effective letter into a truly compelling one.

## Tell a story that only you can tell.

Colleges don't need a recap of things they will read in the application. They need your unique insights on what makes that student a scholar, friend, competitor, leader, citizen, humanitarian, classroomer — whatever role you see them in on a regular basis.

## Anecdotes outshine adjectives. Always.

Storytelling is a powerful device. The same goes for recommending how a student organized a community fundraiser and infinitely more effective than a few generic leadership descriptions.

## Colleges value candor, not perfection.

Students — and teenagers in particular — are works in progress. By offering an honest assessment of your students' strengths as well as the areas where they are working to improve, you establish your own credibility as a recommender.

"Letters of recommendation provide an outside perspective and add important commentary to complement the grades, standardized test scores, and additional information found in a student's application. They help us best put the numbers and facts to rest about who the student is, what they will add to our campus, and whether they may be the best fit for our school."

— Cooper Union for the Advancement of Science and Art  
(New York, NY)

# Writing Effective Letters Of Recommendation

**New York (N.Y.). Board of Education**



## **Writing Effective Letters Of Recommendation:**

**Best Practices for Effective Secondary School Counselors** Carla F. Shelton, Edward L. James, 2004-11-02 Middle and high school counselors will find this book to be very helpful for its practical and hands on approach Karen Thompson Assistant Professor Psychology Counseling Valdosta State University This is a great collection of resources to aid secondary school counselors John Littrell Professor of Counselor Education Educational Leadership and Policy Studies Iowa State University This is an outstanding addition to the field Greg Brigman Professor of Counselor Education Florida Atlantic University The material is especially helpful because of the separation in grade levels I often find it difficult to find material specifically designed for transitions from ninth to tenth grade AND from sixth to seventh This is one of the most valued sections of the book for me Judy Buchholz Ninth Grade School Counselor D W Holmes Junior High School CA This is a major contribution to best practices in school counseling Gerald Monk Professor of Psychology Counseling San Diego State University an invaluable resource for school counselors Barbara Blackburn ASCA Secondary Vice President and President Elect Innovative and essential strategies for charting a course toward an effective secondary school counseling program The recent wave of accountability reform movements has largely overlooked the needs of middle and high school counselors yet has generated daunting pressure for guidance programs to be standards based and data driven Written from the perspective of a practicing certified counselor this guide contains essential information needed to implement the American School Counselor Association's National Model and smoothly transition from service based to program based counseling The book affirms that the school's guidance and counseling program play an integral role in the instructional program and overall school success Best Practices for Effective Secondary School Counselors centers on six best practices and highlights specific action plans and examples for each one allowing counseling staff to easily implement the comprehensive programs outlined Key features include Time saving checklists surveys and forms Straightforward tactics for applying six best practices Strategies for stress management Tips for writing successful letters of recommendation An extensive resource and Web site list From evaluation advisement and communication to career education transition and professional development this user friendly text features relevant and proven solutions for counselors primary concerns

**Effective Writing for the Quality Professional** Jane Campanizzi, 2004-07-14 Few skills are more powerful or influential in a company or organization than effective writing skills A poorly written document whether letter memo email report or procedure can make its reader confused impatient and unresponsive Effective writing can help organizations become more productive by eliminating waste from the communication process and enabling readers to spend less time understanding written materials Therefore becoming a more effective communicator enables you to become more valuable to your organization and advance more quickly in your career This book shows how to apply effective writing techniques to meet the needs of your organization your co workers and your customers It provides you with practical guidelines for writing and designing clear well organized and

readable documents The writing skills you learn in this book will help you to better organize your thoughts and write more directly and concisely The book demonstrates how to format documents to allow for more effective communication and provides the structure and content guidelines for writing letters memos emails reports proposals and recommendations Gives examples and templates of work related written documents such as memos letters e mail reports instructions procedures and glossaries

**The Academic Medicine Handbook** Laura Weiss Roberts,2013-04-04 Attaining professional success and finding personal happiness in academic medicine is not an easy path yet both are critical if the future is to be brighter through better science better clinical care better training better responsiveness to communities and better stewardship and leadership in the health professions This concise easy to read title consists of mini chapters intended as a resource to assist early and middle career physicians clinicians and scientists in understanding the unique mission of academic medicine and building creative effective and inspiring careers in academic health organizations Organized in eight sections the Guide covers such areas as finding your path in academic medicine getting established at an institution approaching work with colleagues writing and reviewing manuscripts conducting empirical research developing administrative skills advancing your academic career and balancing your professional and personal life Each chapter includes pointers and valuable career and best practices strategies in relation to the topic area An exciting addition to the professional development literature

Achievement and Fulfillment in Academic Medicine A Comprehensive Guide is an indispensable resource for anyone seeking to achieve a fulfilling career in academic medicine

*The Art of Writing Effective Letters* Rosemary T. Fruehling,Sharon Bouchard,1972

*How to Write Successful Letters of Recommendation* Kimberly Sarmiento,2014-12-22 Letters of recommendation are a part of every standard school or job application As an employer professor colleague peer or friend chances are that at one point or another you will be asked to put a person on paper and every word counts How to Write Successful Letters of Recommendation is your one stop source for painting the perfect picture in just one short letter You will learn everything you need to know about writing the perfect letter of recommendation that will get your friend colleague or student accepted or hired The most effective letters of recommendation are accurate succinct descriptive and powerful and include realistic evaluations of performance and capability With ideas about how to start your letter and topics to include this complete guide will teach you how to do just that as you construct the perfect letter from start to finish Outlined in ten easy steps this complete guide gives you the tools you need to write reference letters that your employees colleagues students and friends will appreciate This book is filled with tips and tricks for personalizing the letter and making your friend student employee or coworker shine With a word bank of powerful phrases and descriptive words you ll have everything you need to make your letter stand out at your fingertips Sample letters of recommendation are also included along with explanations of why each one is effective and tips for replicating these letters in just minutes You will learn about the different types of recommendation letters from employment to academic to volunteer and how to direct your letter to the appropriate audience

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**Principles of Effective Letter-writing** Lawrence Campbell Lockley, 1927

**Perfect Phrases for Letters of Recommendation** Paul

Bodine, 2010-01-08. Expert advice for helping an applicant's chances of acceptance by choosing the right words and phrases. As a teacher, professor, or an employer, you are often called upon for letters of recommendation and probably as often find yourself stumped about what to say. It can be a daunting task when someone's future is in the balance. This book, written by a writing expert, will help you find the right words and avoid the pitfalls of creating a letter of recommendation. Author Paul Bodine explains what makes a recommendation letter good and also what can make it ineffective. The book contains paragraph-length examples of effective recommendation letter writing for all types of situations.

**The Essential Department Chair** Jeffrey L. Buller, 2012-01-24. *THE ESSENTIAL DEPARTMENT CHAIR*. This second edition of the informative and influential *The Essential Department Chair* offers academic chairs and department heads the information they need to excel in their roles. This book is about the how of academic administration: for instance, how do you cultivate a potential donor for much-needed departmental resources? How do you persuade your department members to work together more harmoniously? How do you keep the people who report to you motivated and capable of seeing the big picture? Thoroughly revised, updated, and expanded, this classic resource covers a broad spectrum of timely topics and is now truly more than a guide; it's a much-needed desk reference that tells you everything you need to know to be a department chair. *The Essential Department Chair* contains information on topics such as essentials of creating a strategic plan, developing and overseeing a budget, key elements of fundraising, preparing for the role of chair, meeting the challenges of mentoring to increase productivity, and creating a more collegial atmosphere. The book also explores the chair's role in the search process, shows how to conduct a successful interview, and what to do when it's time to let someone go. And the author includes

suggestions for the best practices to adopt when doing an evaluation or assessment The Essential Department Chair Second Edition contains a wealth of new realistic case studies to equip leaders in this pivotal position to excel in departmental and institutional life     **The Journal of Nursing Education** ,1995     Federal and State Judicial Clerkship Directory ,2001  
    High Points in the Work of the High Schools of New York City New York (N.Y.). Board of Education,1920     The Mailbag ,1919     **Training and development services of the European Training Program with calendar of interagency training sessions for FY 1985** ,1984     The Business Letter Ion Edric Dwyer,1914     *Effective Business Letters* Edward Hall Gardner,Robert Ray Aurner,1928     Printers' Ink ,1923     Judicious Advertising ,1924     *Bulletin of High Points in the Work of the High Schools of New York City* ,1920     **Writings from the Workplace** Carolyn R. Boiarsky,Margot Soven,1995     A Guide for Job Candidates and Department Chairmen in English and Foreign Languages Modern Language Association of America,1977

## Whispering the Strategies of Language: An Emotional Quest through **Writing Effective Letters Of Recommendation**

In a digitally-driven earth where screens reign great and immediate connection drowns out the subtleties of language, the profound techniques and emotional subtleties concealed within words often get unheard. However, located within the pages of **Writing Effective Letters Of Recommendation** a interesting fictional prize sporting with organic emotions, lies a fantastic journey waiting to be undertaken. Written by an experienced wordsmith, this marvelous opus encourages viewers on an introspective trip, gently unraveling the veiled truths and profound affect resonating within the very fabric of each and every word. Within the emotional depths of the moving review, we shall embark upon a genuine exploration of the book is core themes, dissect its interesting publishing type, and fail to the powerful resonance it evokes strong within the recesses of readers hearts.

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