

Letters of Recommendation

Letter of recommendation may be required for:

- College Applications
- Employment Applications
- Scholarships

Most college applications request two or three recommendation letters from people who know you in and out of the classroom. Florida state universities are making recommendations optional. Provide the writer with a student resume or a detailed list of what makes you “fabulous”. The best letters include specific examples and stories rather than vague praise.

Students might request recommendations from:

- Teachers who respect their work in an academic discipline.
- Teachers who can give evidence of integrity, special skill, and positive character traits.
- Adults who have had significant direct contact with the student
- Coaches or supervisors in long-term work or volunteer activities are valuable - however, recommendations from casual acquaintances or family friends, even if they’re well known, are rarely given much weight.

List of possible activities:

- School activities (artistic, athletic, literary, community service and leadership positions)
- Activities outside of school (jobs, volunteer work, religious activities, hobbies, travel, music, art, drama)
- Awards and honors you have received
- Elected offices you have held
- Academic accomplishments (major paper, science experiment, artistic project)
- Talents that make you “stand out from the crowd”

When listing your activities, include the number of years of involvement and the amount of time you spent on the activity weekly. You could also explain why this activity was significant to you.