

Letters of Recommendation

When seeking a job or admission to a college, you may be asked to give references or letters of recommendation. Letters of recommendation strengthen your resume and application by providing supporting evidence of your skills.

1. Make a list of all the adults who know you and your skills and achievements well. You should include the following: teachers, advisors, employers or supervisors (for paid and unpaid work), coaches, and community leaders.
2. Identify an employer or supervisor (for a paid or unpaid position) and a faculty member to write letters of recommendation for you. If you are a CAM candidate, you need to get a third letter from someone with expertise in your CAM area.
3. Ask each person to write a letter of recommendation. Include in your written request the following information: 1) date you need the letter; 2) number of years they have known you; and 3) what you want them to mention in the letter. Use the attached Personal Data Form.
4. After the letters have been received, thank each writer for his or her support and assistance.
5. Put the two (or three) letters in your portfolio.

Requirements Your letters of recommendation must be:

- from an employer or supervisor and a faculty member
- from someone with expertise in your CAM area (CAM students)
- typed or word processed

Examples See the next page for examples of letters.

**Letter of Recommendation
Personal Data Form**

Name _____

Schools to which you are applying _____

List three teachers or staff members who know you well

1. _____
2. _____
3. _____

Choose three of four words to describe yourself. (maybe ask a friend to do this!)

1. _____ 2. _____
3. _____ 4. _____

Describe something special or unique about yourself . . . what sets YOU apart?!?

List clubs, committees, sports or other school related involvements.

Describe volunteer or work experiences.

Describe travel experiences.

List two courses you have strong memories about. Why? What did you learn?

How do you deal with setbacks? Describe a situation where you suffered disappointment and how you handled it.

List two of your strengths. 1. _____ 2. _____

Examples of Letters of Recommendation

To Whom it May Concern:

Sue Beller has been an active, invaluable member of the local Explorers Club for the past three years. In the years I have known her, I have watched her develop an impressive leadership ability and skill in working cooperatively with others. Given her leadership skills, keen sense of responsibility, and love of nature, I was pleased to learn of Sue's intent to pursue a career in wildlife management.

Sue is a self-directed, confident, and conscientious young woman. She is quite good at identifying a need or problem, finding a way to solve it and following a plan through to its conclusion. For example, Sue noticed that many of her classmates did not use the nearby regional parks for hiking or cycling. She led a Junior Class hike, with assistance from her school and the club. Sue worked with other club members and her high school biology teacher, Ms. Steinman, to organize the hike. Sue led the hike and Ms. Steinman talked to the group about plant biology and native plant life. The hike was a great success and many of Sue's classmates commented that they planned to use the park more often.

I feel confident that Sue has the skills and dedication it takes to be successful in this field. I strongly recommend Sue for admission to college as well as any entry-level job she may apply for in the field of wildlife management.

Sincerely,

Frank Voltz
Club Leader

To Whom It May Concern:

I am pleased to recommend Pat Wong for an entry-level office position. I have known Pat for three years. He has been a student in one of my classes for one and a half of those years, and I have supervised his volunteer work in our school's peer counseling center for the past two years.

Pat is a great organizer and works very hard to accomplish his goals. He has been an integral part of the Peer Counseling Center. When we opened the Center last fall, we had a great need for someone with good office and computer skills. Although Pat was already volunteering as a peer counselor, he offered his assistance in setting up our filing system and providing help with word processing tasks. There was a lot to be done and a lot to learn, but Pat persevered and was a tremendous help to us. Pat gets along wonderfully with both staff and students. He is a great peer counselor and relates very well to diverse students.

I feel certain that Pat's computer and organizational skills, and his ability to work well with others, will be an asset to any company. In addition, I am confident that Pat has the potential and drive he will need to become a successful businessman and possibly business owner.

Sincerely,

Maria Lopez
Algebra Teacher and Supervising Faculty
Eugene High School, Peer Counseling Center

CAM Letter of Recommendation Request

Student Name _____

Counselor _____

Contact Number _____

CAM Major _____

Have you complete^d a CAM Student Form in Naviance? _____ if you have not, please do so before making a request.

I am requesting a letter related to:

_____ Employment _____ Academics _____ General (personal/Character)

Please submit you request two weeks in advance of due date.

Request Date _____

Due Date _____