

# How to Write a Letter of Rec

A STRONG LOR OFFERS  
ENTHUSIASTIC SUPPORT FOR  
THE STUDENT'S CANDIDACY,  
BUILDING OFF OF THEIR  
APPLICATION PACKAGE AND  
PROVIDING UNIQUE INSIGHT  
INTO THEIR CAPABILITIES.

## Things to Consider Before Writing:

1. **Confirm the date and time** by which the student needs the letter of recommendation. **Ensure that you set time aside to write.**
2. Ask the student for any information that may help you complete the letter - i.e., a copy of their **resume or application essay.**
3. Ask or **research information about the position** they are applying for so you can be **intentional and optimize** the qualities and experiences you choose to highlight.

## Things to Include in the Letter:

1. Your **relationship** to the student and the length of time you knew them
2. **Personalized** examples of student's work and their accomplishments with **specific** examples to support your statements
3. **Impact of the opportunity** on the student's professional and/or academic journey and goals



## Things to Avoid & Be Aware of While Writing:

1. Avoid using **general language, faint praise**, basic expectations like completing readings and punctuality.
2. Avoid **doubt-raisers** and **negative language**. Focus on the positive, even when discussing growth points.
3. Avoid invoking **stereotypes**. Some descriptive words and phrases can unintentionally influence a reader. **Be aware of your biases. Check your language.**

Although adjectives like 'caring' and 'helpful' describe positive traits, they are more often in letters for women and can evoke gender stereotypes and unintentionally influence the reader's decision. The same can be applied to adjectives like 'hardworking' and 'dedicated' in relation to racial & ethnic stereotypes. Click [HERE](#) to see which adjectives you should include and avoid in your letter of recommendation.