

Recommendation Letter

During your senior year of high school, you will probably need recommendation letters to apply for jobs, scholarships, and / or college. You might ask someone who knows you well to write this letter: teacher, boss, coach, neighbor. Your assignment is to write a letter of recommendation for YOURSELF from one of your teachers (Mr. John Smith).

BRAINSTORM:

What information about you would be important to include in the letter?

1. Your full name
2. Classes you have taken from the Mr. Smith (also when and grade received)
3. Other coursework that is relevant (when and grades received)
4. Special skills or talents and how you demonstrated to them
5. Statement of career / academic interests and goals
6. School activities/clubs/sports
7. Community involvement / volunteer work
8. Summer activities
9. Honors and awards

TEMPLATE

Perry High School
1919 E. Queen Creek Rd.
Gilbert, AZ 85297
July 29, 2011

To Whom It May Concern:

Begin your letter with an **Introduction** (refer to the PowerPoint). This will be 2-3 sentences.

Then write the **Body** of the letter, explaining the strengths of the student – you (refer to the PowerPoint). This will be a full paragraph of 8-10 sentences.

Last, write a **Conclusion** (refer to the PowerPoint). This will be 2-3 sentences.

Sincerely,

Mr. John Smith
English teacher

- Write your final draft.
- Upload and submit your letter to turnitin.com.

Name _____ Period _____ / 50 pts.

RECOMMENDATION LETTER RUBRIC

	POINTS	SCORE
FORMAT Block (no indentations) Double space between each body paragraph	5	
HEADING No name Complete return address City, AZ zip Month date, Year Double space	5	
Paragraph 1 INTRODUCTION Single spaced 2-3 sentences	5	
Paragraph 2 BODY / Strengths Single spaced Reason #4 (least important reason) Concrete Detail/Commentary Reason #3 (least important reason) Concrete Detail/Commentary Reason #2 Concrete Detail/Commentary Reason #1 (most important reason) Concrete Detail/Commentary	15	
Paragraph 3 CONCLUSION Single spaced 2-3 sentences	5	
CLOSING Professional closing Comma 4 spaces Signature – Italic font Typed formal signature	5	
VOICE Smiley Face Tricks – one example of repetition	5	
CONVENTIONS Spelling, grammar, punctuation	5	