

Letter of recommendation

Objective: Next year you'll be needing several letters of recommendation, so here's your chance to practice, plus you may need these for other things like job applications.

How to get it done:

Secure one letter of written recommendation or a work ethic evaluation form (attached) from a teacher, guidance counselor, employer, and/or other individuals willing to give a good recommendation and include it behind this activity page. Secure a letter that relates to your plans after high school. For example, if you plan to enter the workforce then secure a letter that addresses job related assessments, but if your plan is to attend a college then secure a letter addressing college related assessments.



Letter of Recommendation

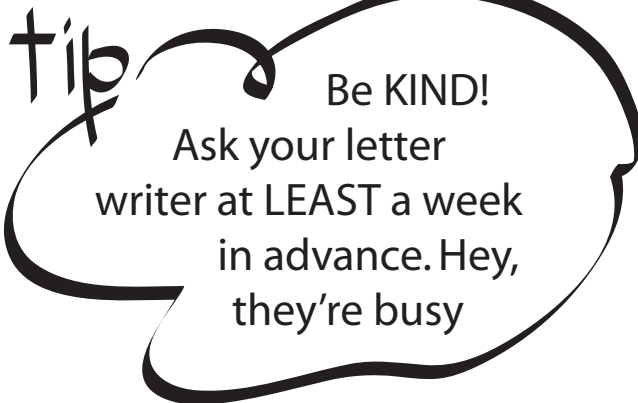
This section should include all letters of recommendation you have received through work, school, and volunteer experiences. These letters can come from teachers, counselors, employers, or other individuals willing to give a good recommendation.

A letter of recommendation should include an assessment of:

- academic strengths
- job-related skills and experiences
- dependability and punctuality
- honesty and integrity
- problem-solving skills
- initiative
- ability to work as a positive, contributing member of a team

How to Ask for a Recommendation

1. **Don't** ask "Could you write a letter of reference for me?" Just about anyone can write a letter. The problem can be what they are going to write about. **Rather**, ask "**Do you feel you know my work well enough to write me a good recommendation letter?**" or "**Do you feel you could give me a good reference?**" That way, your reference writer has an easy out if they are not comfortable writing a letter and you can be assured that those who say "yes" will be enthusiastic about your performance and will write a positive letter. Offer to provide an updated copy of your resume and information on your skills and experiences so the reference writer has current information to work with.
2. If a reference writer accepts, provide them with your resume. This will aid your writer in preparing the recommendation for use in college applications or employment.
3. **THANK** your writer for taking the time to write the letter!



Letter of recommendation

STUDENT'S NAME:				
Work Ethic Traits	Exceeds Expectations	Meets Expectations	Needs Improvement	Unacceptable
Attendance: Attends class; arrives & leaves on time; notifies instructor in advance of planned absences; completes assignments on time; takes exams at scheduled times; completes exams within scheduled time limits.				
Character: Displays loyalty; honesty; trustworthiness; dependability; reliability; initiative; self-discipline; self-responsibility; academic; and integrity.				
Teamwork: Respects the rights of others; respects confidentiality; is a team worker; is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; demonstrates mannerly behavior in interactions with students and instructor; and respects the rights of others.				
Appearance: Displays appropriate dress; grooming; hygiene; and etiquette; respectful of others in written and oral communications.				
Attitude (Critical Thinking): Demonstrates a positive attitude; appears self-confident; has realistic expectations of self; demonstrates problem-solving skills; ability to reason; able to troubleshoot; uses technical support systems appropriately.				
Productivity: Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; and participates.				
Organizational Skills: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change.				
Communication: Displays appropriate nonverbal (eye contact; body language) and oral (listening; grammar) skills; contacts instructor to report problems; asks appropriate questions related to assignments; and interacts with instructor and other students well.				

Additional Comments:

Evaluator's Name (please print):	Position:
Evaluator's Signature:	Date: