

Sources for Letters of Recommendation tip sheet.

Felton, George "How to Write a Letter of Recommendation." *Academe*; Jul/Aug2005, Vol. 91 Issue 4 p55-56

"Traditional language has lost its lift. If we say a student is good..."

Hartzell, Gary N; Nelson, Kate. "Writing for dollars: Composing recommendation letters for local scholarship committees." *School Counselor*; Mar93, Vol. 40 Issue 4 p. 312

"...accurate in content, specific in example, and make distinctions between the student under consideration and other students...highlight the most important features of the candidate's performance, potential, and character."

Sanoff, Alvin. "A steep road to admission." *USA Today*; 12/27/2005

"A letter can determine a student's fate." "Admissions deans estimate that 5% to 10% are negative or damn an applicant with faint praise."

Toglia, Thomas "Writing Recommendation Letters—without the stress." *Tech Directions*; March 2004 Vol. 63 Issue 8, p24-25

"...at least four parts. The opening paragraph establishes your relationship to the student...The second section should include a discussion of the student's work and academic ability...In the third paragraph; you want to address the student's personal qualities and character. ...etc" Also found in this article advice on saving two copies of letter.