

PERSONAL LETTER OF RECOMMENDATION (OPTIONAL)

In your own words, write a personal letter of recommendation. This letter should be at least three paragraphs in length; introduction, body, conclusion (see below). Aside from the information already listed in your student resume and college application, college admissions officers want to learn something about you that would set you apart from other applicants. Describe personal attributes that will demonstrate to the admissions committee how you will add to classroom discussions, campus activities, and take on leadership roles within university setting. Provide examples of things that you have already done on campus or in your community to support your claim. Please do not list activities, but rather expand on the impact they have had on your academic and personal development.

Ideas to consider:

1. What is your work ethic like? Are you motivated?
2. Are you a leader? What kind of leadership skills have you demonstrated?
3. How have you grown over time personally or academically?
4. What are you like as a person? (i.e., take initiative, charismatic, leader, follower)
5. What are your strongest qualities? Elaborate on each.
6. How engaged are you in current events or school culture?
7. What key setbacks or achievements have you experienced? Have you overcome any hardships and how has that changed you as a person?
8. Of the activities, interests and experiences listed on your resume, which is the most meaningful to you; specifically why?

Letter of Recommendation Format (Letters should be written in the third person)

Introduction

- Provide an overview of who you are. Capture the reader's attention immediately. Be real and be witty!

Body

- Cover one or more exceptional qualities
- Use specific examples to show how you observed each quality.
- Address qualities in order of importance.

Conclusion

- Confirm why you would be a desirable student; adding any other comments you feel appropriate. **If you are chosen to attend "our" university or college, what talent, experience, or contribution will you actively make?**

(Please see sample letter on next page)

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Sample Letter of Recommendation

To whom it may concern,

If you are looking for a well-rounded, versatile student, then Siena will meet all of your expectations and requirements. I have noticed her succeed in many areas of her life and be involved in the community while maintaining an impressive grade point average. Everything she does is incredibly important to her, and I have never seen her complain about anything.

In the classroom, she asks insightful questions, helps the students around her, and stays on task at all times. Siena does not only perform well in her studies; however, she also performs well on stage. The hard work and dedication she has put into dance and singing truly stands out as one of her greatest qualities. Her reward for this determination is to perform; it brings her joy to inspire the people watching her and to bring them joy as well. Her unwillingness to give up and her drive to be the best she can be on stage when performing reflects who she is as a person and how she lets every area of her life be just as motivated and purpose-driven.

I have also witnessed her humility in the face of success, which I suspect is the result of her faith. She is incredibly committed and involved at her church, and therefore everything she does seems to be motivated by a higher purpose. She does not have only herself to tell her to be the best she can be; her perseverance and hard work are also inspired by her faith. With this faith she serves people in her community often and is kind and compassionate to everyone she encounters.

As an individual, Siena is unbelievably humble, driven, and talented in many ways. She would be a wonderful addition to your school because she has intelligence, artistic talent, and a faith driven perspective that not many young people can offer. I hope that you will consider her; you will not regret it.

Sincerely, Siena