

**Independent Living Program Activity Card**

**Category: EDUCATION**

**Activity: Get a Higher Education Letter of Recommendation**

**Description:** The objective of this assignment is to help you obtain a letter of recommendation for higher education. Having a letter of recommendation or multiple letters will help you obtain your goals of pursuing higher education. In general letters of recommendation can also help you get jobs and internships, receive scholarships, get into college, etc.

**You may earn \$7.00 ILP dollars for turning in a copy of your letter of recommendation. It must be typed.**

Total Dollars Earned:

\$
(ILP Use Only)

Notes:

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Date: \_\_\_\_\_

_____ Youth Signature	_____ Date of Birth
_____ Print Name (Youth)	_____ Group Home (If Applicable)

Receipt
(ILP Use Only)

## **Get a Higher Education Letter of Recommendation**

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### **Here are five main tips for getting a recommendation letter:**

1. Ask for a recommendation letter from people who know you and your capabilities (i.e. former employers, teachers, coaches, community or corporate leaders, influential friends--people who have known you a long time. Relatives are generally not a good choice).

Who are you going to ask for a letter of recommendation?

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2. Be sure to give them enough time (3-4 weeks, if possible) to write the recommendation letter.
3. When you talk to them, state your goals and suggest what they might write to help you achieve those goals. Coach them to be specific; general praise is not as effective. Don't be shy. A recommendation letter is a sales letter to sell you. Now is the time to brag!

What are your goals? What do you want this recommendation letter to help you achieve?

4. Follow up your request for a recommendation letter by writing a review of your conversation. Give suggestions for your recommendation letter. You may need to put words in their mouths. When you send them the follow-up letter, be sure to include a self-addressed, stamped envelope. Then, feel free to contact them in a couple of weeks to confirm that they are aware of your deadlines.
5. Once you receive your recommendation letter, send a thank-you note. You should also let them know about your success and how they helped you.

Now that you have thought through the process of getting one letter of recommendation, go get one! Attached is a sample higher education letter of recommendation for your convenience. Feel free to use it as a template and guide for those you are requesting letters from.

# SAMPLE

December 26, 2018

Mr./Ms./Dr. <First Name> <Last Name>

Title

Name of Institution

Street Address

City, State, Zip Code

To Whom It May Concern:

This letter of recommendation is in regards to Homer Simpson, applicant for the Bachelor's Degree in Psychology at California State University, Fullerton.

I have known Homer for over six years through his involvement with the XYZ Youth After-School Program. Homer has served in the After-School Program by participating as a mentor and tutor to many of the youth participants. Through this program, he has dedicated himself to public service by providing support and hope to the underprivileged youth in our community.

Homer sees himself as an agent of change and has a great concern for the well being of our communities. He has shared a genuine interest in using a background in Psychology to provide counseling to youth, especially those who experience homelessness and addiction issues.

In my opinion, Homer demonstrates the skills necessary to pursuing undergraduate studies and beyond. Homer is a bright person who has worked very hard to achieve his educational goals and help his community and I honestly believe he would be an asset to your program. If you have further questions regarding my professional and personal interactions with Homer, please contact me at (714) 555-0212.

Sincerely,

*Jane Doe*

Jane Doe  
Executive Director  
XYZ Youth After-School Program