

Letters of recommendation serve two primary purposes:

- It acts as the final written narrative evaluating the student teaching experience.
 - It provides a recommendation for the student's credential file.
-

Recommended Strategies for Writing Effective Letters of Recommendation

1. **Highlight Key Strengths with Specific Examples**

Focus on the student teacher's strongest qualities and support them with clear, representative examples. Ensure these examples reflect consistent performance, rather than one-time occurrences.

2. **Address Areas for Growth When Necessary**

If there are any notable challenges or areas for improvement that a future employer should be aware of, include them thoughtfully—along with any progress the student teacher has made in these areas.

3. **Be Concise, Yet Thorough**

The student teacher has invested significant time and effort in their placement. Aim to keep your letter to one page, when possible, while still providing enough detail to capture the key aspects of their teaching experience and professional development.

Suggestions for Writing Effective Letters of Recommendation for Student Teachers

1. **Be Prompt**

Write and submit the letter soon after the student teaching experience concludes, while details are still fresh.

2. **Use Official Letterhead**

Whenever possible, print or submit the letter on school or district letterhead to lend credibility.

3. **Address the Letter Professionally**

Use a formal salutation (e.g., "To Whom It May Concern") if a specific recipient is not known.

4. **Include Basic Information**

Begin with your name, position, school, and how long and in what capacity you supervised the student teacher.

5. **Describe Teaching Responsibilities**

Briefly outline the grade level(s), subject(s), and teaching duties the student teacher performed.

6. **Highlight Strengths and Growth**

Comment on the student's instructional abilities, classroom management, planning, rapport with students, adaptability, and overall professionalism.

7. **Give Specific Examples**

Use concrete examples to support your assessment—such as a lesson that went particularly well or a challenge the student handled effectively.

8. **Comment on Professional Dispositions**

Reflect on their communication skills, reliability, initiative, and collaboration with colleagues and families.

9. **Tailor the Letter When Possible**

If the student is applying to a specific type of position (e.g., early childhood, special education), tailor your comments to reflect relevant strengths.

10. **Use Positive, Honest Language**

Be candid but supportive. Aim to provide a fair evaluation that speaks to the student's readiness to teach.

11. **Avoid Generic Statements**

Personalize the letter to reflect the student teacher's unique qualities and contributions.

12. **Proofread Carefully**

Ensure the letter is free of grammatical or spelling errors. A polished letter reflects well on both the teacher and the student.

13. **Discuss the Letter with the Student Teacher**

Share your evaluation openly. Constructive dialogue supports professional growth and ensures alignment.

14. **Try to limit the length** of the letter to one page.

15. **Save a Copy**

Retain a copy for your records in case future verification is needed.
