

Student Recommendation Letter Checklist

1. Student Introduction

- Identify how long and in what context you've known the student
- State what class(es) you taught them
- Provide any relevant context (rigor of the course, grade level, etc.)

2. Academic Performance

- Describe the student's achievement in your course
- Include strengths in specific skills (writing, analysis, math reasoning, etc.)
- Cite at least one example of strong work (project, essay, lab, etc.)
- Note consistency or growth over time

3. Intellectual Qualities

- Discuss curiosity, engagement, and depth of thought
- Describe how the student approaches complex tasks
- Include evidence of critical thinking or creativity
- Mention willingness to challenge themselves or go beyond requirements

4. Work Ethic and Habits

- Comment on reliability (deadlines, preparation, organization)
- Describe perseverance or resilience
- Mention initiative (asking for feedback, taking extra steps, seeking improvement)
- Provide examples when possible

5. Character and Personal Traits

- Highlight traits like integrity, empathy, responsibility, or kindness
- Provide brief anecdotes demonstrating these traits
- Describe interactions with peers and adults
- Note emotional maturity or ability to handle setbacks

6. Classroom Behavior and Attitude

- Describe participation (quality of contributions, listening skills)
- Include examples of collaboration or teamwork
- Comment on communication skills
- Explain how the student contributes to the classroom environment

7. Extracurricular Contributions (if relevant)

- Note involvement in clubs, sports, arts, leadership roles
- Mention accomplishments or commitment outside academics
- Connect extracurricular experiences to strengths relevant to the application

8. Context and Distinction

- Provide context for how the student compares to peers
- Note any unique strengths or accomplishments
- Mention challenges they've overcome (only if appropriate and respectful)
- Explain what makes the student memorable or exceptional

9. Conclusion and Endorsement

- Offer a clear statement of support ("I strongly recommend...")
- Summarize key strengths in one or two sentences
- Affirm the student's readiness for the program/opportunity
- Offer to provide further information if needed