**Professor Chamberlain’s Application for a Letter of Recommendation**

So, you need a letter of recommendation? Here are some suggestions to get the best letter possible.

What is a recommendation letter?

* A letter of recommendation is a letter in which the writer assesses the qualities, characteristics, and capabilities of the person being recommended in terms of that individual’s ability to perform a particular task or function. These are often required by college and university programs as part of the application procedure. The letters can be submitted by any person in an authoritative position who has first-hand knowledge of the applicant's scholastic aptitude and potential. (source: Answers.com)

What can you do to get the best letter possible?

* **Be active.** Go to office hours, participate with your classmates, ask questions. Don’t be another face in the crowd. I need to know something about you to write a strong letter.
* **Ask and Ask early!** It is always polite to ask. Don’t assume that I will agree to (or be able to) write the letter. Give at least 2 weeks notice; add more time if you are asking over the winter or summer break.
* **Follow up.** If the deadline is approaching and you don’t hear anything, send a polite reminder email. Also, it is always respectable to send a hand written thank you note. (1100 N. Grand Ave, Walnut, 91789)
* **Keep the writer informed.** It feels awful to spend time writing a letter, become invested in the outcome, and then not hear the results. I want to know about your success!

What should you give Professor Chamberlain?

Provide the following information in a word document via email to [achamberlain@mtsac.edu](mailto:achamberlain@mtsac.edu)

* **Evaluate your Skills:** Go to [www.skillsyouneed.com](http://www.skillsyouneed.com) and spend at least 15 minutes surfing the site. Choose three skills you feel you possess that set you apart from your classmates. Then write a paragraph for each describing how you demonstrated the skill in our interactions together. Keep in mind that I will need to have witnessed you exhibit each skill. Take for example the skill of “Resilience”
  + Good example: “I struggled at the beginning of the semester and failed the first exam, but I came to office hours and became more aware of distractions inferring with my studies. I asked for help [in the following ways…] from my family members and study partners. [Elaborate here.] I started coming to your office hours each week and saw improvement with my understanding and grades. I have strong resilience because I faced many challenges and responded appropriately.”
  + Poor example because I did not witness the skill first-hand: “After graduating with my bachelors in biology I did not get accepted into medical school. I spent several months reevaluating my interests and passions and decided that the medical field was not for me. I returned to Mt. SAC to take prerequisites for nursing. I am resilient and will not give up on my career goals.”
  + Optional: choose one skill you feel you are weak on and describe how you might overcome this weakness.
* **Answer the following:** (This can be very informal with bullet points; pretend we are chatting!)
  + Talk about who you are and elaborate on the person I saw in class. Yes, please remind me.
  + List three or four character qualities or key skills you would like the letter to address followed by a description of how/when/where these skills were observed by me first-hand.
  + What did you find most challenging in anatomy/physiology? Most rewarding? Describe the most important piece of constructive feedback you received from me.
  + Why are you interested in the program you’re applying to? What unique contributions will your participation bring to the program or the profession you have chosen? Why do you feel you will be a good fit for the program, or a good choice for the scholarship? (This is not a time to be modest!)
* **School** **Recommendation Forms**
  + If the school has their own form, please fill in your information completely before providing it to me either in person or electronically.

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* **Your Contact Information:** 
  + Name as you want it to appear in the letter:
    - Your preferred gender pronouns:
  + Your email:
  + Semester(s)/Course(s) you took with me:
  + Grade(s) Earned:
* Deadline:

You **MUST** agree to keep me informed about the outcome before I agree to write the letter!!

I will inform Prof. Chamberlain of the results of my applications (email at [achamberlain@mtsac.edu](mailto:achamberlain@mtsac.edu))

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| **School Name and Address**  **¤This information will be included in your letter exactly the way you write it here…** | **Program Applying To**  **Nursing program, physical therapy, Masters degree, scholarship, etc.** | **Delivery Method**  **Online, pick up, mail to you\*, mail to school\***  **(\*provide SASE)** | **Deadline** |
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\* **provide Self addressed stamped envelope**