

Student Guidance for Faculty Recommendations

Refer to the following suggestions for general guidance on how to write and structure your Faculty recommendation letter. Remember that the purpose of your letter is to clearly share all of the attributes that make your Nominee outstanding. Letters will be reviewed by the Nominations Committee and used along with other supporting documentation to determine a final award recipient. We encourage use of the Montgomery College Writing, Reading and Language (WRL) Center for writing assistance or to have your letter draft reviewed prior to submission.

Letter Format Suggestions:

- Include your Name and Return Address (Upper Left Corner of Letter)
- Include Address of the Committee (Upper Left Corner of Letter- include in separate section immediately below your Name and Return Address)
- Include Date below Return and Committee Address sections (Month, Date and Year)
- Provide a professional Greeting/Salutation before starting your letter (i.e. Dear Awards Committee, Dear Faculty Awards Committee)
- Organize your letter by using clear and concise paragraphs, each with a main idea/thought (***one-two page preferred recommendation letter length***)
- At the end of the letter include a professional closing (i.e. Sincerely, Respectfully)
- Include a personal signature (to authenticate your letter)
- Include a Signature Line (with your printed name and title if applicable)

Letter Content Suggestions: (questions/topics to consider while writing your letter)

- Who are you and how do you know the Nominee? How long have you known the Nominee and in what capacity (i.e. course, activity)? (Suggestion for Opening Paragraph)
- How has the person made a difference in your life and the lives of other individuals?
- What is the person's greatest strength? What are some positive words to describe the person?
- How does the person stand out? What makes the person unique?
- Specific events or activities where the Nominee made a positive impact on others.
- Memorable events, activities or learning experiences coordinated by the Nominee in which you were a participant.
- Actions or activities offered by the Nominee that greatly enhanced your learning or worldview.
- Greatest life lesson learned from the person.
- How or why did this person become your mentor or role-model?
- Reiterate, in your opinion, why this person is outstanding and should receive the Faculty Award. (Suggestion for Closing Paragraph)
- Thank the Awards Committee for considering your recommendation and include how they can reach you for more information. (Suggestion for Closing Paragraph)