

# Letters of Recommendation

This lesson is designed to help students learn the importance of obtaining a letter of recommendation for college and/or a job application.

## OBJECTIVES

Students will:

1. Learn about letters of recommendation
2. Add recommenders and request at least three letters of recommendation through the MEFA Pathway Application Manager
3. Track recommendation requests using the MEFA Pathway Application Manager

## ACTIVITIES

### PART 1

#### Content Knowledge

Familiarize students with the concept of letters of recommendation. Ask students to discuss and answer the following question: When and in what situations will they need to obtain a letter of recommendation, and who would be an appropriate person to write the letter of recommendation?

After the discussion, have students take notes on the following content.

When will you possibly need to obtain a letter of recommendation?

- College application
- Job application
- Scholarship application
- Internship application
- Job promotion

Who should you ask to write a letter of recommendation?

- School Counselor
- Teacher
- Boss
- Supervisor
- Coach

**NOTE:** Ask people who really know your talents, strengths, and capabilities.

### PART 2

#### Applying Information

Have students use the MEFA Pathway Application Manager to keep track of recommender requests and letters status.

Grade Level: 10 - 12

#### MEFA PATHWAY LINKS FOR LESSON:

- My Profile
- Scholarship Search

#### SUBJECT AREAS:

- College Search
- Scholarship Search
- College Applications

#### MATERIALS NEEDED:

- Internet connection to work with the MEFA Pathway website
- Letter of Recommendation tracking worksheet
- Sample Letter of Recommendation (Job)
- Sample Letter of Recommendation (School)

Email any questions to:  
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# LESSON PLAN