

## Lesson Plan 3

### LETTERS OF RECOMMENDATION

#### OBJECTIVE:

Upon successful completion, students will have requested and obtained two to three letters of recommendation.

*(Note: Many potential employers prefer to contact references directly rather than just read generic letters of reference. However, this exercise is still useful for students who have probably never gone through the process of soliciting references or never considered what others may say about their own skills and abilities.)*

#### CAREER PREPARATION LEARNING RESULTS MET OR PARTIALLY MET:

B.1. Use a career planning process that includes self-assessment, personal development, and a career portfolio as a way to gain initial entry into the workplace.

#### SKILLS UTILIZED:

Business etiquette

#### NECESSARY SUPPLIES:

1. Copies of the Maine Career Advantage *Career Portfolio*.
2. Copies of *Who Makes a Good Reference?*

#### TIME REQUIRED:

20 minutes with a brief follow-up during a future class.

#### LESSON PROCEDURE:

1. Introduce students to the concept of letters of recommendation. Ask students about potential uses for letters of recommendation (college, jobs, scholarships, internships, etc.).
2. Lead students through the *Letters of Recommendation* and *Recommendation Request Form* pages in the *Career Portfolio*.
3. Assist students in their brainstorming process of who to ask. This will be a difficult step for some students, especially for students who have recently relocated. Provide students with copies of *Who Makes a Good Reference?* This will give them some more ideas.

#### ASSIGNMENT:

Students will utilize the *Recommendation Request Form* to obtain two to three letters of recommendation.

#### SUGGESTED FOLLOW-UP:

After two weeks, check on student progress. At this point, they should have at least one recommendation and be waiting for the other(s). Students should have all letters by the end of four weeks.

## Who Makes a Good Reference?

- Bosses**
- Supervisors**
- Co-Workers**
- People you have supervised**
- People you have trained**
- Customers**
- Politicians**
- Clergy**
- Doctors**
- Scout leaders**
- Business owners/managers**
- Teachers**
- Coaches**
- Instructors of special courses (CPR, Karate, etc.)**
- Guidance counselors**
- Principals**
- Club advisors**
- Personal: long time acquaintances who are not related to you**

Tips for getting effective references:

- Choose people who know your strengths and abilities and who will say positive things about you.
- Always make sure you ask permission before you list someone as a reference for any position.
- Provide your references with a copy of your resume and your career objectives.
- Make sure you keep a record of the full name, title, organization name, and contact information of each reference.