

Suggestions for letters of recommendation:

1. Identify your professional or personal background that qualified you to evaluate the applicant
2. Identify your relationship with the student for example which classes you taught that the student attended.
3. Most letters indicate a student is exceptional, outstanding, etc, please describe what the student did that supports this characterization.
4. Comparisons are useful such as one of top two students this year, 2<sup>nd</sup> best student in my chemistry class, etc.
5. If student has ordinary grades, explain why you believe your student is better than their grades or scores.
6. It is helpful to list GPA, chemistry grades, ACT scores and other academic achievements in your letter that support your recommendation.