



# St. Mary's College of Maryland

at Historic St. Mary's City

Office of Admissions

## Letter of Recommendation Information

- Give out a questionnaire to all students, even those you know well.
- You could also ask them to write their own recommendation.
- Form letters provide no information and are rarely read to the end.
- Please put each student's full name and high school on the recommendation. Don't forget your name.
- Keep aware of deadlines.
- Avoid providing a half page of personal credentials and educational background. This is about the student.
- If you know the reviewer of the application, the dean, or the director of admissions, address the letter to that person.
- "To whom it may concern," is impersonal.
- It does not have to be long to be effective.
- Bullet points might be worth considering.
- Only about 18% of schools put considerable weight on counselor and teacher recommendations, according to a *Princeton Review* survey. By contrast, 12% of colleges reported that the recommendations held no importance whatsoever.