

**Teacher Recommendations: How to Make Your Rec Letters Sing**  
**Kevin J. Costa, PhD & Alice Margraff, McDonogh School**  
**Letter Drafting Template**

**What is the “headline” for this student?**

**What is a core story that provides evidence for the headline?**

**What is the “essence” -- i.e., that essential quality or trait she or he will bring to a new community?**