

“Single-Point” Teacher Recommendation Rubric

The following rubric describes three essential criteria for a teacher recommendation. While successful letters can be different from what is described below, colleges value these criteria in teacher recommendations.

Do:

- Keep the letter to one page
- Only discuss your experience with the student in class (or in the main environment of your interaction)
- Be positive and truthful

| Concerns (areas that need work) | Criteria | Advanced (evidence of exceeding standards) |
|---------------------------------|---|--|
| | <p style="text-align: center;">“The Lede”</p> <p>The “Big Idea” about the student you want to share is clear at the very outset of your letter. The opening sets the reader up for a clear and specific example to follow in the next paragraph.</p> | |
| | <p style="text-align: center;">“The Evidence”</p> <p>The second paragraph offers a clear, specific story that serves as evidence to support the Big Idea in paragraph 1. It will likely reference a student’s way of working, what they add to a class, and what they did “that one time,” which makes them memorable and recommendable.</p> | |
| | <p style="text-align: center;">“The Final Image”</p> <p>This final paragraph describes the essence of the student that you think will bring the most value to a college or university. Can you imagine what they’ll bring to a college over the next four years? Offer a thoughtful, if brief, prediction.</p> | |