

Letters of Recommendation: References for Teachers



As you approach the job search process, you will be expected to provide letters of recommendation from your references.

CHOOSING YOUR REFERENCES

- + Plan ahead so you have your list of references and/or letters of recommendation ready as you begin applying for teaching positions.
- + It will vary when references are requested. They may be asked for as part of the application process or later after the interview.
- + Three letters of recommendation are standard for most teaching positions. However, asking more than three individuals will allow you to choose those you feel are the strongest or most appropriate for the position/district.
- + It's important not to assume an individual will write a letter of recommendation for you. Choose individuals who can provide positive feedback regarding your teaching abilities and your experience with students.
- + Give your potential references plenty of time to write a strong recommendation.
- + Preferred references: cooperating teacher, principal, student teaching supervisor, another teacher, professor, advisor, or supervisor from a student related experience.
- + Least preferred references: Individuals associated with non-teaching related experiences

PREPARING YOUR REFERENCES

- + Once your reference has agreed to write a letter of recommendation for you, arrange to meet in person. This will allow you to provide additional information about yourself such as: resume, portfolio, relevant job skills, list of achievements, etc. It will also ensure your reference writes about areas you think they can best demonstrate.

MAINTAINING RELATIONSHIPS WITH REFERENCES

- + Contact your references each time you give their name to an employer. This will help them be prepared and provide a solid recommendation for you.
- + During your job search, take the time to thank your references and provide them with updates about your search.
- + Stay in contact with references over time. View reference cultivation as a career-long process and always be aware of who might be a good reference for you in the future.

FOR MORE INFORMATION

CEHD Career Services

360 Education Sciences Building

www.cehd.umn.edu