

## **Helping Your Students Reach New Heights: How Advisors Can Write Better Letters of Recommendation**

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We've all been asked to write reference letters for our students, but few of us have been formally trained in how to construct a great letter. As advisors, we have a unique challenge because we may not see students in the classroom or on the job. We'll provide tips and techniques, including what not to say, how to educate students on the etiquette of requesting recommendations, and provide samples of excellent and not-so-excellent letters we have seen. A list of resources will be provided for participants to use beyond the conference.