

LETTERS OF RECOMMENDATION

Each applicant is required to submit three letters of recommendation from individuals or organizations.

Each letter of recommendation may be no longer than two pages in length.

Typically, letters of recommendation have three sections. The first section is usually for the person writing the recommendation to explain who they are and in what capacity they are writing the letter. In addition, the first section of the letter introduces who is being recommended and how long the recommender has known that person.

The second section, usually the largest, is typically used for explaining the qualities of the person being recommended and to set out their accomplishments. Specific examples are helpful. It is also important for the person making the recommendation to describe their experience with the person receiving the recommendation.

The third section is typically used to summarize the qualities of the person receiving the recommendation and to reinforce their positive attributes. This is where the actual recommendation usually occurs. (e.g. I enthusiastically recommend..., I am pleased to recommend..., etc.)

Whom to ask for references? It is important to know your references and to ask their permission to use them to write the recommendation. You need responsive people who attest to the qualifications that you believe would make you a good commissioner. It is also important to have a good idea of what they are going to say about you and your qualifications.

Good letters of recommendations show strengths and weaknesses, are detailed, insightful and professional. They should provide important insight into an individual's character, integrity, and motivation for applying to serve on the commission. They should also address the individual's ability to be impartial, their relevant analytical skills, and their appreciation for the state's demography and geography.