



Gather References and Recommendations

In this project, you will create a list of people you would like to use as references and ask their permission to do so. You will then request letters of recommendation to include in your portfolio.



My Journal

If you completed the journal entry from page 450, refer to it to see if your thoughts have changed after reading the unit.

Project Assignment

In this project you will:

- Determine who you would like to use as references.
- Obtain permission to include these people on your reference list.
- Develop a list of your references along with their contact information.
- Request letters of recommendation.
- Compile and organize your letters of recommendation for easy accessibility.
- Follow up with requests as necessary.

STEP 1 Choose Your References

Many interviewers and job applications will request references. These may be professional or character references. Think about people you know who might be willing to vouch for your strengths and skills such as:

- Teachers or counselors
- Employers
- A committee chairperson
- Team leaders

STEP 2 Compile Your Reference List

Obtain permission from your references and get their accurate contact information. This information should include their name, address, phone numbers, and e-mail address. For professional references, also include the person's title and company. Find out if the person prefers to be contacted at his or her business, home or cell phone number, e-mail, or address.

Interpersonal Skills

- Be polite and confident when you contact the adult.
- Wait until the adult finishes answering a question before asking the next question.
- Repeat the information as needed to ensure you have written it down correctly.

THE SKILLS BEHIND THE PROJECT

Key personal and relationship skills you will use in this project include:

- Interacting with adults
- Communicating respectfully
- Gathering and consolidating information

Academic Skills



English Language Arts

NCTE 4 Use written language to communicate effectively.

NCTE 12 Use language to accomplish individual purposes.

STEP 3 Request Letters of Recommendation

Refer to your list of references. The next step is to obtain a few letters of recommendation that you can have ready to provide upon request. Choose and contact four people from your reference list to request letters of recommendation. Ask for recommendations reflecting your character as well as your academic or employability skills. Be aware of nonverbal communication. If someone seems uncomfortable providing the letter, you should thank him or her for their time and seek a letter from someone else.

Communication Skills

- Thank the person for his or her time and assistance.
- Reach a verbal agreement on when you can expect the letter.
- Be very clear on dates and expectations.

STEP 4 Build Your Portfolio Project

Use the Portfolio Project Checklist to organize and share your references with your classmates.

Information Literacy Skills


- Acquire and use information.
- Organize and maintain information.
- Use technology to process information.

STEP 5 Evaluate Your Project

Your portfolio project will be evaluated based on:

Academic Skills

- How concisely you gathered and consolidated your information into a document
- Logical organization

 **Evaluation Rubric** Go to this book's Online Learning Center at glencoe.com for a rubric you can use to evaluate your final project.

PORTFOLIO PROJECT CHECKLIST

Plan

- ✓ Using an appropriate computer software program, create a spreadsheet or database to help you organize and track your information. Include fields for the person's name, contact information, the date of the request, and if or when you received the recommendation.
- ✓ Fill in the spreadsheet with all your information from Steps 2 and 3.
- ✓ Save your file, and update it as necessary.

Present

- ✓ Make a presentation to your class to share your spreadsheet or database. Include your reasons for selecting the people you chose.
- ✓ Invite the students to ask questions. Answer any questions. Demonstrate in your answers that you respect their perspectives.
- ✓ Place your spreadsheet and letters of recommendation in your portfolio. Share this with your teacher.

Portfolio Highlights

Letters of Recommendation

Strong recommendation letters are an essential element of your portfolio. Letters of recommendation can take some time to gather, so you should plan ahead and request them as soon as possible.

Whom Should You Ask?

Request letters from people who will vouch for your strengths and skills. Supervisors and coworkers can write about your work ethic and employability skills. Teachers and counselors can write about your academic skills and character strengths.

How Should You Ask?

Requests should be made in person whenever possible. If asking in person is not possible, a phone call is appropriate. Do not ask, "Will you write me a letter of recommendation?" Rather, consider something like, "Do you know my work well enough to write me a good recommendation letter?"

How Can I Make It Easier?

Be prepared to offer any information that the person might want to include, such as your GPA. You might also want to print out sample letters from reliable Internet sources to have available in case the person is not sure how to format the letter.