

LETTER OF RECOMMENDATION GUIDELINES

Please, share this document with the person who will write the letter of recommendation that will support your participation in this program.

To whom it may concern,

Thank you for making the time to create a letter for one of the candidates to the *Language and Culture Assistants Program* from the *Spanish Ministry of Education and Vocational Training*. The person you are writing the letter for has applied for a scholarship within the program. If the applicant is selected, he/she will be offered a position to support the teaching of English or French in a K-12 school in Spain for one academic year. Therefore, the candidate must be responsible, open to new ideas and cultures, and have good social and communicative skills. The candidate will be assisting the English or French teacher in classes by means of oral practices and conversation techniques to improve the students' speaking performance. It is essential that **your letter is SIGNED and DATED.**

In order to simplify the process for you, next you will find a **list** with the items that need to be present so that the letter is valid and supports the candidate's application.

The letter, which will be addressed to the *Language and Culture Ambassadors Program Advisors* needs to contain the following elements and information:

- To be **on letterhead paper** from your institution.
- Your **name, title and contact information**.
- The **capacity** in which you know the applicant, and for how long.
- A short paragraph **assessing the applicant's qualifications and qualities** for his/her success in the program.
- A **final statement**, in which you reflect the **applicant's appropriateness** for this opportunity, or not.
- Your signature and date.**

In order to deliver this letter, please hand it out to the applicant, who will attach it to his or her application online. If you are uncomfortable with the content of the letter being visible to the candidate, kindly ask him or her to find another professor to recommend him or her.

Thank you for your consideration.