

LETTER OF RECOMMENDATION GUIDELINES

Dear applicant, please feel free to share these guidelines with the person who will provide the letter of recommendation for you.

Thank you for taking the time to write a letter of recommendation for a candidate to the *Language and Culture Assistants Program in Spain (NALCAP)* sponsored by the Ministry of Education and Vocational Training of Spain. The person for whom you are writing this recommendation has applied for a grant within the program. If the applicant is selected, they will be offered a position as a teaching assistant in a K-12 school in Spain for a school year. To this end, the candidate must be responsible, open to new ideas and cultures, and have good social and communicative skills. The applicant will be assisting English/French language teachers in classes with speaking skills and conversation techniques. Please note that your recommendation **must be SIGNED and DATED NO EARLIER THAN SEPTEMBER 1, 2020.**

In order to simplify the process for you, below is a list with the items that need to be included in the letter so that it meets our requirements and advocates for the applicant.

The letter, which will be addressed to the Ministry of Education and Vocational Training of Spain needs to:

- Be on your **organization's official letterhead** stationery
- Include your **name, job title, and contact information**
- Explain how you know and for how long you have known the applicant
- Assess **the applicant's qualifications and qualities** towards their success in the program
- Have a **final statement** where you speak to the applicant's ability to be a language assistant in Spain
- Be no more than 1 page in length
- Be signed and dated by you

Once written, please send it to the applicant, who will include it on their application. Unfortunately, our portal does not allow for the writer of the letter to be able to upload it personally to the portal. This must be done through the applicant. We sincerely thank you for your help in this matter and apologize for any inconveniences.