

# Tips To Write A Successful Recommendation Letter

If you want to write a compelling recommendation letter that sets the applicant you're attesting for out from other applicants, it is important that you adhere to the following points.

## **1. Avoid Plagiarism**

Plagiarism is prohibited when writing a recommendation letter to a university. You should not copy any letter of recommendation sample for masters off the internet and blindly send it to the university. It can have an adverse effect on the quality of your letter.

## **2. Letters Should Not Have An Overly Dry Tone**

Even though a recommendation letter is regarded as a formal letter, It should not be equated with a dry tone. You should write a formal letter that describes your experiences with the candidate in a personalised manner

## **3. Tailor The Recommendation Letter To Fit The Programme**

When writing a reference letter for a master program, you want to look at the programme's requirements and match the student's attributes and strengths accordingly.

# Parts Of A Recommendation Letter For Masters Degree

A recommendation letter can influence the student's chances of gaining admission. The letter should be crisp, well-structured, and contain relevant information about the candidate's skills and abilities with specific examples when necessary.

There are 5 basic sections in a recommendation letter for postgraduate studies, in most cases your letter of recommendation should stick to the following format;

- 1. Letterhead**
- 2. Introduction**
- 3. Body**
- 4. Supportive examples**
- 5. Conclusion.**

## **1. Letterhead**

This section contains the details of the letter's author such as the date, full name, title, University or Company name, address, city and state zip code. It should be included at the top of your reference letter for a master degree .

## **2. Introduction**

Next, you will introduce the student and the programme they are applying for.

In this paragraph, you are required to present yourself and provide context on the nature of your relationship with the student as well as how long you have known them for. It should be a concise paragraph with 2-4 sentences.

## **3. Body**

Here, you will provide a convincing argument stating why you think the student would be a valued asset to the university.

Do this while highlighting the student's academic strengths or professional competence and positive attributes. This section makes up the main body of the letter, it should contain simple sentences matching the student's skills, experience and qualities to the requirements of the program.

#### **4. Supportive examples**

Here, you have to elaborate on the highlighted qualities you discussed earlier by sharing personal stories relevant to the professional development of the student.

You are expected to give specific examples or unique experiences that relate to your professional skills or expertise in the reference letter for masters students. You can also talk about the student's relevant soft skills.

#### **5. Conclusion**

In this paragraph, you have to make a strong closing statement reaffirming your recommendation.

It is followed by a handwritten signature at the end with a preferred means of contact, usually a phone number and an email address, along with your work hours

# What You Should NOT Include In Your Recommendation Letter For Masters

Letter of recommendation is a vital document that influences a student's acceptance for a master's programme.

It re-iterates the skills and attributes in their CV, It is extremely important that your letter of recommendation is error free.

Before you submit your letter of recommendation, you have to ensure that you have thoroughly read through it and ensure that it matches all the requirements from the university.

Lack of a convincing recommendation letter can affect an applicant's chances of making the final cut.

## **1. Relevant information**

Ensure that your applicant provides you, the referee, with the necessary documents and information required to help you write their recommendation letter for masters admission.

They can also provide you with a masters reference letter sample to follow.

If it has been a while since you were in contact with the applicant, ask for the following information to help bolster the process

- Statement of Purpose/Motivation Letter
- Resume/CV
  - Awards/Achievements
- Transcript
- Details about the applicant's program
  - Application Deadline

Drafting a good recommendation letter is no easy task. The recommender should be given enough time to write the letter.

## **2. Do not exaggerate**

As much as you want to paint a perfect picture of the candidate, you should avoid exaggerating about a candidate's skills, attributes or experience.

The student committee is very skilled in accessing these letters. They can easily filter out lies or information that are not in their documents.

### **3. Don't construct a very short letter**

A standard recommendation letter for master's admission should be about **400 to 600 words**. It should be easy to read and long enough to cover all the important details.

Some universities will provide a template for referees to follow including a specific word limit.

You should be provided with all the student's relevant information and ensure you follow all the specifications given by the university.

A short recommendation letter for a master student could leave the impression that you, the recommender, don't have enough information about the applicant.

### **4. Repeating the student's resume or statement of purpose**

Your LOR shouldn't be a repetition of the applicant's resume or statement of purpose.

The aim of a recommendation letter is to give a new perspective on a candidate's skill and qualities. It should paint a clear picture of a candidate's personality without meeting him/her.

### **5. Spelling errors**

Make sure you proofread your LOR multiple times before submission. The credibility of your reference may be affected by the presence of spelling or grammatical errors.

### **6. Not writing a personalised LOR**

One of the biggest mistakes a candidate can make is submit a reference letter sample for a masters program copied from the internet.

Although it might seem like an easy way out, it is highly prohibited and can ruin their chances of getting an admission.

Writing a genuine LOR stands a better chance than the one copied off the internet.

# Letter Of Recommendation Format For Masters

The content structure of your master degree letter of recommendation for a masters program is important while drafting your recommendation letter.

The best letter of recommendation for masters should be divided into 4-5 paragraphs that discuss the candidate's academic or professional qualifications, strengths and attributes. It should be written in a friendly yet professional tone.

The letter of recommendation format for masters program should be written like this:

- It shouldn't be more than a page long.
- It should contain 400 - 600 words.
- It should contain the referee's contact information.
- Include a salutation to begin your letter.
- Begin with 'To Whom It May Concern'.
- The letter should be written on a letterhead, and have an introduction, a body and a conclusion.

## Samples

- [Letter From Professors](#)
- [Letter From Teachers](#)



# Conclusion

If a student has come to you to endorse them for a masters' program, this task wouldn't be too challenging for you.

The examples of academic recommendation letters for masters, will guide you on how to compose yours for the applicant. They will show you what to include, what not to include, and more importantly how to phrase your sentences so that your letter will be compelling enough to sway an admissions team.

## References

- [References and letters of recommendation - Career Services](#)
- [LOR for Masters: Sample Letters of Recommendation, Format & Writing Tips](#)
- [How To Write A Good Letter Of Recommendation For Masters \(9 PDF Sample Examples\) | ScholarshipSet](#)