

Recommendation Letters

Every semester students ask me for a recommendation letter either for a scholarship or for their transfer package. Remember that a recommendation must be an honest evaluation of not just academic performance but also of your behavior as a student. If you would like a recommendation letter from me keep in mind the following.

1. I will only write a recommendation letter for a student whose academic performance I have been able to evaluate for at least one semester.
2. It will be in your advantage if your grade in my class was an A or B. I will consider writing a letter for a C student who has proven him/herself to be a hardworking, dedicated student.
3. I will not write a recommendation letter for students who are always late to class or absence often.
4. I will not write a recommendation letter for a student who spent most of the time during class either playing on the phone, texting or interrupting my lecture with side conversations.
5. Do not submit my name for a recommendation without consulting with me first.

There are a few items that I will need from you, to complete your recommendation letter. These items must be submitted to me with plenty time. I will not start the recommendation until I receive the items mentioned below.

1. An unofficial copy of your transcripts from “my Cerritos”.
2. A personal statement letting me know the following:
 - a. What are your educational goals.
 - b. Any hardships you have faced though your education.
 - c. Are you a first-generation college student?
 - d. Do you work: full time / part time?
 - e. Do you do any volunteer and/or paid work related to your educational goals?
 - f. Previous internships.
 - g. Awards?
3. Any details about the application. **This must include the dateline.** Please submit the information at least **4 weeks** in advanced to the due date.
4. Please send all the information requested to my school email: cmera@cerritos.edu. Include your name and the reason for the letter as part of the email subject.

I will do my best to help you succeed. I would also like to know the outcome of your application. I always look forward to good news. Finally, in the case that they are several students applying for the same scholarship, I reserve the right to limit the number of recommendations I will write. Too many letters coming from the same person, can dilute the value of the recommendations.