

Recommendation Feedback

Identify each element in your writing

Read a recommendation and identify each singular principle. If you cannot identify a part; this is an area that needs editing.

From: themuse.com/advice/your-5minute-guide-to-writing-an-amazing-linkedin-recommendation

1 As with any good writing, you want to start with a line that grabs your audience and makes them want to read more. (After all, what good is a great recommendation if no one reads all the way through?)

"It's rare that you come across standout talent like Mike."
"Ridiculously efficient' comes to mind when I think about Tim."

2 You'll want to give the reader some context as to how you know the person, including your reporting relationship, what you worked on together, and the length of time you've known each other.

"Mark expertly filled the role of social media coordinator for my company's marketing team for just over a year."

3 Think about one or two things this person does better than anything else - or that really stand out to you above others - and focus your recommendation there.

"Matt's ability to juggle multiple projects was unlike any I've seen before and made a dramatic difference in the productivity."

4 If you can share a tidbit about what it's like to work with this person or some insight into his or her personality, do so!

"No matter how tense a meeting, Annie made sure everyone left with a smile."

5 It's always nice to seal your recommendation with a final line that makes it clear that you give your contact an enthusiastic thumbs-up.

"Any employee would be lucky to have Michelle as a manager."

Student Name _____ Reviewer _____
Class Period 1 2 3 4 5 6 Version 1 2 3 4

Comments

Write down evidence of the following:

Step 1: Start With a Knockout Line

Step 2: Describe Your Relationship

Step 3: Share a Standout Trait

Step 4: Add a Touch of Personality

Step 5: End With Your Solid Recommendation

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Recommendation Rubric

Content Required Steps	Written with proper spelling and grammar and has all 5 steps	Written with proper spelling and grammar and has 4 of 5 steps	Written with proper spelling and grammar and has 3 of 5 steps	Written with proper spelling and grammar and has 2 of 5 steps
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Recommendation Rubric

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