



Letter Writer Guide

The Louis Stokes Alliance for Minority Participation (LSAMP) appreciates your efforts in helping your student gain admission into LSAMP program. This guide is intended to assist you with suggested topics to mention in your evaluation of the applicant.

We ask that you please use the following format when composing your letter of recommendation: All letters of recommendations must be on letterhead, signed by the letter writer and contain a date of composition. **Please be sure to address all letters to: “Dear LSAMP Admissions Committee Members:”**

Please refer to the topics below for guidance with composing your letter of recommendation.

Personal Competencies

- **Integrity and ethics:** honesty and social responsibility
- **Reliability and dependability:** trustworthy, consistent results
- **Service orientation:** altruism, sensitivity and responsiveness to needs of others
- **Professionalism:** reliability, dependability
- **Social and interpersonal skills:** independence, leadership
- **Teamwork:** cooperative, abides by rules, accountability
- **Capacity for improvement:** self reflection
- **Resilience and Adaptability:** timely rebound, stress management, adapting to adversity, self improvement
- **Cultural Competence:** awareness of barriers across cultural groups and genders
- **Oral Communication:** concise
- **Personal qualities:** compassion, resilience, adaptability, self-reliance, sense of humor, stamina

Academic Competencies

- **Research competencies**
- **Desire to learn**
- **Attitude toward course activities in and outside of class**
- **Writing skills**
- **Group or teamwork skills**
- **Intellectual curiosity**
- **Overall academic excellence and ability, particularly if at variance with academic performance.**

Submitting your letter: LSAMP program asks that you send your letter of recommendation (preferably as a .pdf or a .docx) to LSAMP@fullerton.edu. If you wish to give the letter to the student you're recommending, please be sure to use a sealed envelope. Alternatively, paper copies of the letter can be mailed to:

**LSAMP Program
MH-166
California State University, Fullerton
Fullerton, CA 92834-6848**