

Letter of Recommendation Peer Critique

Step 1: Read the draft once without edits

Step 2: Re-read to edit and answer the below questions in a separate document.

Step 3: Share your answers to these questions with the author AND Ashley (*this will be the author's check for completion/10 process points*).

Step 4: After editing, both editors should discuss their feedback together with the author.

Critique Questions

1. Is the letter formatted correctly?
 - a. Size 12 font, date, To Whom it May Concern:, 3-4 paragraphs, Sincerely, Name
2. Does the letter have an intro, body, conclusion?
3. Does the opening paragraph meet the requirements as described on page 3 of the TPOL prep packet?
4. Do the body paragraphs clearly and articulately highlight how the candidate would be an asset to the college to which they are applying?
5. Are there any spelling errors? If so, circle them.
6. Are there any grammar errors? If so, circle them.
7. Does the letter seem sincere and authentic?
8. Are there specific examples or anecdotes to support claims made about the student's character and/or academic abilities?
9. Is there anything you think should be cut or added?