

Dear _____,

Thank you for taking the time to write a letter of recommendation for _____. They have been accepted into the Early Childhood Education program at the Lancaster County Career & Technology Center. This recommendation should be written for **future employment in the field of early childhood education**, not why they are a good candidate for our program. Your perspective on their skills, character, and work ethic would be incredibly valuable in helping potential employers understand the strengths they would bring to the field.

Here are a few helpful details to include:

- How you know and how long you have known _____
- Specific strengths or qualities you've observed that make them a good fit for working with young children (e.g., patience, communication skills, creativity, responsibility, teamwork)
- Any examples of their work or experiences with children, families, or educational environments
- Your overall impression of their readiness and potential in the field of early childhood education

References must be typed on company letterhead. References should be sent electronically to students so they can be submitted to instructors with completed summer packet.

Thank you,

Early Childhood Instructors
Lancaster County Career & Technology Center