



Guidelines for Writing a Recommendation Letter for Leadership Academy Applicants

As a sponsoring manager, your recommendation is crucial for your applicant's entry into the LeadingAge MA Leadership Academy. Please address the following points in your letter of support:

- 1. Why is the applicant a good candidate for the Leadership Academy?**
- 2. How does the applicant handle difficult or stressful situations?**
- 3. How would you like to see the applicant grow professionally?**

Additional Tips:

- When possible, use concrete examples to illustrate your points.
- Offer a balanced view, including strengths and areas for growth.
- Only share as much detail as you are comfortable with; there is no need to disclose more than you feel is appropriate.

Your recommendation will be reviewed in a confidential meeting by a committee of LeadingAge MA members, who will use it to understand why your applicant is an ideal candidate for the Leadership Academy. Thank you for your time and effort.