Letter of Recommendation Guidelines for current Cabrillo students:

Current Cabrillo students applying to the Honors Transfer Program could ask one of their current or previous Cabrillo instructors to send an “e-mail of recommendation” directly to the Honors Program Director. Since the program is writing and research based, an English instructor, or other instructor who has had the opportunity to assess the student’s writing ability, provide the recommendation is a good choice.

Note: you may also provide a letter of recommendation from a former high school instructor, or a mentor or community member who can speak to your potential and successes. If you are going to provide a letter from someone outside of Cabrillo College faculty, the letter should be longer than a “brief email”, and should be sent directly from the recommender to the Honors program.

Tips on how to request a letter of recommendation from Cabrillo instructor:

- Approach the instructor after or between classes, or at their office hours. You could also send them an email, but know that instructors receive many emails from students and there could be a delay before they read it, particularly if you are not enrolled in their class that semester.
- Let them know that you are applying to the Honors Transfer Program and wondered if they would be willing to write a brief e-mail of recommendation to the Honors Director?
- Let them know the deadline for the application cycle: November 30th to apply for Spring; April 30th to apply for Fall.

Most instructors are very willing to assist students in their path toward transfer and achieving excellent and success, which the Honors program can provide. Thank the instructor for their time and email the Honors program to let them know you have requested the e-mail of recommendation and the instructor’s name.

Send to: honors@cabrillo.edu

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