



RECOMMENDATION LETTER GUIDELINES FOR THE WRITER

NALCAP applicants. Please feel free to share these guidelines with the person who will provide the letter of recommendation for you.

Thank you for taking the time to write a letter of recommendation for a candidate to the *Language and Culture Assistants Program in Spain (NALCAP)* sponsored by the Ministry of Education of Spain and promoted by The Education Office of the Embassy of Spain. The person for whom you are writing this recommendation has applied for a grant within the program. If the applicant is selected, they will be offered a position as a teaching assistant in a K-12 school in Spain for a school year. To this end, the candidate must be responsible, open to new ideas and cultures, and have good social and communicative skills. The applicant will be assisting English language teachers in classes with speaking and listening skills and conversation techniques, as well as presenting cultural aspects of English-speaking countries.

To clarify and simplify the process, we have provided the topics that need to be included in the letter so that it meets our requirements and advocates for the applicant.

The **letter**, which will be **addressed to the Ministry of Education of Spain** and written in English, **needs to include these requirements:**

- Be on your organization's **official** letterhead stationery
- Include your **name, contact information and position** in the organization
- Explain **how you know and for how long** you have known the applicant
- Assess the applicant's **qualifications** towards their success in the program
- Include a **final statement** where you speak to the applicant's potential and talent for being a language assistant in Spain
- Be **no more than 1 page** in length
- Be **signed and dated** by you **no earlier than September 1, 2023.**

**Once written, please send the letter to the applicant, who will include it on their application. Unfortunately, our portal does not allow for the writer of the letter to be able to upload it personally to the application portal. This must be done through the applicant. We sincerely thank you for your help in this matter and apologize for any inconvenience.*