

How to Request a Letter of Recommendation

STEP 1: Identify Adults Who Might Write a Letter – Counselor, Teachers, Administrator, Other

Counselor: Who is your counselor ?

Teachers: Identify at least two teachers from ACADEMIC subjects who know you well (preferably from your junior or senior year):

Other Teacher / Administrator / Coach / Community Member: Identify other adults from school or extracurricular activities who know you well:

STEP 2: Ask Early!

- Ask the person from whom you need a recommendation (teacher, counselor, administrator, coach, community member) if he/she might be willing to write a recommendation for you.
- Be sure to do this a minimum of 10 working days prior to the deadline.
- During December and January, more time needs to be allotted. Any recommendations and/or college applications due in December must be requested by November 10th. Any recommendations and/or applications due in January must be requested by the first Friday in December.
- The more time you give the person to write the recommendation, the better it will be.

STEP 3: Provide to the Recommender:

- A copy of your **Academic Resume**
- A copy of the recommendation form for each individual college or scholarship, etc. (if applicable)
- A list with the date(s) the recommendation(s) are due
- A list identifying to whom and where the recommendation(s) should be sent (mailing address, e-mail address or online application)
- Any information about what the college(s) / scholarship committee(s) is/are looking for in a candidate
- A stamped, pre-addressed envelope for each recommendation If the recommendation(s) is/are not completed online. (Be sure to include enough postage, 2 standard stamps should suffice.)

STEP 4: Say thank you!

- Follow up with your requests to make sure that the letter is completed on time. Many recommenders are writing several letters.
- After the letter is completed, send a thank you note to your recommender.