

Teacher Recommendations

Teacher recommendations can have a significant impact on your chances of admission—particularly if they're negative! It is extremely important that you ask a teacher who knows you and has a positive impression of you to write your recommendation.

- Choose wisely. Pick a teacher who writes well and preferably is in your field of interest (if given the option; some schools request recommendations from specific departments).
- Be prompt. Request the recommendation as early as possible. Writing recommendations takes a long time, and teachers usually have several recommendation requests from other students.
- Make it easy for them. Get all information to the teacher by their requested deadline (no less than three weeks before the college application deadline).
- Waive your rights to see the recommendation. This makes the recommendation a more powerful component of your application.
- Send thank you notes. Check with the schools where you apply just before the deadline and ask if the letter of recommendation has been received. As soon as you know the college has received the letter (or as soon as the teacher notifies you that the letter has been sent), you need to write a personal **thank you note** to the teacher. This thank you note is very important.

For each recommendation you request, you should make a packet containing the following information:

- A letter requesting the recommendation. In this letter, list the name of the school, the application deadline, and your major.
- The recommendation form from the college application including any instructions for the teacher. Be sure you have completed your part. You should paper clip a stamped, addressed (to the college) legal-size envelope to this form.
- A personal resume (see attached sample personal resume).
- An unofficial transcript.
- A copy of your college essay (optional).
- Any completed questionnaires requested by the teachers. Some teachers have forms that they want you to complete. This is why it is very important to personally speak with a teacher before giving them the packet.

If you are asking a teacher for more than one recommendation, clip the appropriate forms for each school together (including the stamped, addressed envelope).

Info from: FUSHD.org, and The Princeton Review Student Advantage Guide to College Admissions, (c) by Adam Robinson and John Katzman.