

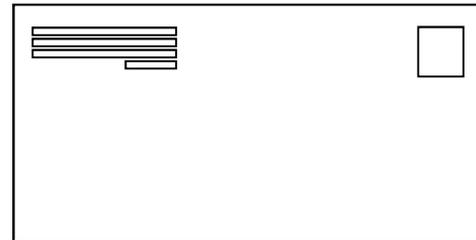
LETTERS OF RECOMMENDATION

HOW TO ASK



When do you need a letter of recommendation?

- Applying for certain colleges
- Applying for certain programs of study
- Applying for a job
- Applying for internships
- Applying for scholarships



SHOULD DO

- Ask someone who knows you well
- Ask Early
- Ask them in person
- Provide all the necessary materials
- Waive your right to read the letter
- Send a thank you note



DON'T

- Don't just blurt out a request to a teacher walking down the hallway
- Don't procrastinate
- Don't send an e-mail, phone message, or text requesting a letter of recommendation



CHOOSE WELL

Why: Readers often look for evidence to show that the writer is familiar with your activities and accomplishments.



START EARLY



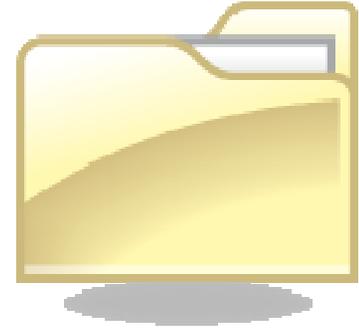
Why: Counselors and teachers are often flooded with requests for recommendation letters, and you do not want your letter to suffer as a result. When given adequate time (10 to 14 days), this avoids putting your recommender under pressure and you give them plenty of time to ponder and reflect on your accomplishments. **As the deadline approaches, you can send your recommender a friendly reminder.**

ASK PERSONALLY

- A face to face request lets the individual know how important the letter of recommendation is to you.



Material List



You may include the following items:

- Resume (including full name and address)
- Transcript
- Write down plans, goals, community service and accomplishments
- Note whether the letter is for a scholarship/application (Don't forget to include application deadline)
- Include a stamped envelope if necessary
- Notify the recommender as to how your letter is to be submitted (online/mail).

Don't Look

Even though Federal Laws grant students the right to see their letters of recommendation, most applications allow students to waive that right. **Studies have shown that confidential letters carry more weight.**



Manners

Always send your writer a thank you note!!

