

ASKING FOR LETTERS OF RECOMMENDATION

STUDENT TIPS

People to consider asking: teachers, counselors, coaches, advisors, youth pastors, employers, or anyone else who knows you well besides family members. Make sure you also ask people who you are confident will be able to write a favorable letter for you.

You should get 2-3 different letters from different people who can attest to varying aspects of your personality, interests, strengths, and attributes.

When requesting a letter of recommendation from anyone, be sure to do the following:

- Ask the person face-to-face (if possible); don't send a text or email. Make it personal.
- Provide a copy of your Academic Resume so they can have accurate information.
 - Make sure your resume includes your career interest or intended college major
 - It would also be helpful to have your ultimate Career Goal included.
- Provide the person with information on whom to address the letter to and why you are asking them to write it:
 - Is it for a specific college? If so, for what major?
 - Is it for a specific scholarship?
 - Do you want it just be "generic" so you can use it for multiple things?
- PLAN AHEAD! You should allow the person at least 2 weeks to complete the letter.
- Provide the person with specific instructions on what to do with the letter:
 - Give it back to you?
 - Mail it? (Provide a stamped envelope for them)
 - Give it to the Guidance Office? (Should do this anyway!)

After you receive your letters or recommendation:

- Write a thank-you note to the person! He or she took time to do you a favor. A handwritten note is a nice way to show your appreciation.
- Provide a hard copy of the signed letter to the Guidance Office so it can be kept on file.