

## **Guidelines for Letters of Recommendation**

### **Asking for a Letter**

Make an appointment to ask the teacher or staff to write a letter of recommendation for you. Plan ahead to meet your deadline and allow the teacher/staff 14-21 days for the completion of the letter. Do not assume the letter will be completed if you leave the request in a mailbox. Make sure you make personal contact with the teacher.

Clarify for the teacher whether the letter of recommendation should be returned to you or mailed directly to the college/scholarship board. If the letter needs to be mailed, be sure to provide an addressed, stamped envelope for the person providing the recommendation. Specify whether the letter should be sealed if it is returned to you. If you will be using the same recommendation for multiple applications, ask for extra copies.

Write a short “thank you” to the teacher who has supported you in this way. And if you are successful with your application, that would be nice to pass along as well.

Be sure to fill out the student information worksheet (on back), as completely as possible. Not all sections will apply.

# STUDENT INFORMATION WORKSHEET

(Use when asking for Letters of Recommendation)

Name:

Address:

Letter to be addressed to:

1. Future Goals:
2. Plans for college or other training:
3. School Activities:
4. Awards and Honors:
5. Community activities/offices/recognition/service:
6. Special interests, hobbies, talents:
7. Your strengths and weaknesses:
8. Job experience:
9. Describe your educational goals: