

Things to remember when asking someone to write a letter of recommendation...

First, congratulations!

If you're seeking someone's recommendation, you're probably taking advantage of a fantastic life opportunity.

To ease the process of gathering recommendations, take a few minutes to read the tips below. If you still have questions, feel free to ask your counselor for guidance.



- ✓ Think about what form the letter should take. Is it to prove that you're a great student leader? Or is it just a generic letter attesting to your character and background?
- ✓ Always be extra polite when approaching a person about recommending you.
- ✓ Provide your writer with the necessary background information and instructions. You can use the back of this sheet as a guide.
- ✓ Allow your writer plenty of time to compose the letter – at least three weeks if possible. Do not be discouraged if the person you ask does not have enough time to write your letter. Just move on and ask another person.
- ✓ If you'd like the writer to mail the letter, remember to provide him or her with an envelope that's been pre-addressed and stamped.
- ✓ If your writer seems uncomfortable writing a letter for you, withdraw your request and ask someone else. Do not take it personally.
- ✓ Help your writer by avoiding acronyms (ex: "Quarterback" instead of "QB").
- ✓ Preferably, the person writing your letter should know you for more than one year and your history with this person should be positive. Avoid asking immediate family members.
- ✓ Thank your writer face-to-face or by writing a thank-you note

Request for a Letter of Recommendation

Person asked to write recommendation:

Date of request:

STUDENT INFORMATION			
Name:			
Home Address:	City:	State:	ZIP:
Phone Number:	Email Address:		

PURPOSE OF LETTER	
Date the letter must be delivered: _____	<input type="checkbox"/> Recommendation for a Scholarship or Award
<input type="checkbox"/> Entrance to College or University	<input type="checkbox"/> Other reason:

DELIVERY INSTRUCTIONS	ADDRESS FOR DELIVERY BY MAIL
<input type="checkbox"/> Give copy to student	
<input type="checkbox"/> Mail copy to college, scholarship committee, or others	

RELATIONSHIP TO WRITER
Explain how you know each other and for how long (<i>examples: English teacher for two years, youth minister for one year, coach</i>)

SPECIAL INSTRUCTIONS OR REQUIREMENTS OF LETTER

ACCOMPLISHMENTS – INCLUDING DATES WHERE APPROPRIATE
Special Classes Taken:
In-School/Extra-curricular Activities:
Career Goals/Field(s) of Study:
Awards or Special Projects:
Leadership Positions:
Work Experience/ Volunteering:

OTHER QUALIFYING FACTORS
Interests, Hobbies, Talents:
Past Experience:
Other details you'd like included in the letter: