



TIPS FOR REQUESTING LETTERS OF RECOMMENDATION

WHEN SHOULD I ASK?



Most students request recommendation letters during the Fall of their senior year. One thing you DO NOT want to do, though, is wait until the last minute to request a recommendation letter. Give your teachers *at least* 1-2 weeks notice before the letter is due.

WHO SHOULD I ASK?

Choose teachers who know your strengths.

Think of the class in which you participated in, contributed to discussions, one in which you built a strong relationship with the teacher by advocating for yourself and asking for help or clarification when needed, or one in which you went out of your way to help others. You want a teacher who can speak to your work ethic, concern for your grades, and your ability to seek help when needed and help others who need it. Choose a teacher that pushes you to be your best and does not let you settle for "good enough."



Choose a teacher from your desired course of study.

If you have declared a specific major or plan on choosing a specific major, it's wise to ask a teacher in that course of study, as long as you have also developed a relationship with them.

Choose another adult that knows you well.

While you should still have a teacher and counselor send in their recommendations, it's perfectly acceptable to consider asking others who know you well, including supervisors of extracurricular activities, representatives from community organizations, clergy, or summer program coordinators. However, refrain from sending large numbers of extra letters.

HOW DO I ASK?



Since you are asking someone to speak on your behalf and to dedicate a substantial amount of time to do so, you should ask for this recommendation in person or send a personal email with your request. If you will be sending a request through an online portal, please notify the teacher and let them know to expect a notification from your school. Teachers get many emails throughout the day and you do not want your request to get lost in the shuffle.

WHAT SHOULD I PROVIDE?



- A completed student information sheet (such as the one we have in the office).
- A "interaction sheet" that describes past events or interactions from your time in the teacher's class. This will help the teacher recall specific characteristics of and anecdotes about you.
- A brief synopsis of your goals and interests.
- A list of colleges you will be applying to, along with deadlines and any appropriate forms.