



# Letters of Recommendation

## TIPS

### **How do I ask?**

Do not apologize but be gracious and grateful. Let the writer know you appreciate the time and effort such a letter takes to prepare.

### **Who should I ask to write a letter?**

Teachers, employers, or other adults in the community who know you well and agree to write strong positive letters. Do not ask a relative. If you need more than one letter, ask a variety of people who represent different aspects of your life. The person should know you well enough to write about your strengths and the changes they have observed in your personal growth.

### **Can I use the same letter more than once?**

YES, definitely! Ask the writer to print several copies for you to make arrangements to get updated versions of the letter as needed throughout the year. Most teachers save their letters on the computer and can update them as needed.

### **What kind of information does the writer of your letter of recommendation need?**

The information that you list on the next page. You may wish to refresh the writer's memory with samples of class work, pictures, and/or your resume. Prepare your resume ONCE and make copies of it.

### **How much time do teachers need to write letters?**

At least TWO weeks. More time is preferred; the earlier, the better.

### **Will the teacher give me the letter when it is written?**

It depends: some teachers give all their recommendations to the counselors while other teachers give them to the student. Follow the directions on your application. If the teacher is to mail the letter provide a stamped envelope addressed the college/scholarship.

### **What do I do after the letter is written and mailed?**

Write a thank you note! If you get admitted to the college or receive a scholarship be sure to tell the letter writer!