

## GUIDELINES FOR STUDENTS REQUESTING LETTERS OF RECOMMENDATION

1. Think about who knows you and can attest to the quality of your work. If you need a recommendation from a teacher, request one from a teacher in an academic subject who knows your strengths. That may be a teacher in whose class you've gotten top grades, but it could also be a teacher who knows how hard you've worked to get B's and C's.
2. If you need three recommendations—one from a counselor, an academic teacher, and another person—consider requesting one from someone who knows you well: a coach, employer, adult co-worker, religious or youth-group leader, or an adult in the community with whom you have had regular and positive contact.
3. Ask the person if he or she would be willing to write a letter for you. Remember, the person is doing you a favor.
4. Submit information about yourself (résumé, brag sheet), the recommendation form (if there is one), and other pertinent information to the writer at least **two weeks** before it needs to be completed. Remember, the deadline is the last possible day the letter and/or application may be received by the admissions or scholarship committee, not the day you put it in the mail.
5. If the writer wants to send your recommendation separately, provide a stamped, addressed envelope with a note attached listing a deadline for mailing that is at least five days before the application deadline. Politely check with the writer to be certain your letter was mailed (“How’s my letter coming? Do you need any more information?”).
6. Write a brief thank-you note to the writer.
7. If you receive the scholarship or are accepted to the college for which the letter was written, let the writer know.
8. Copy all parts of your application for your own records.
9. Let your counselor know when you have a response from the college or scholarship committee, one way or the other.

## **CHECKLIST FOR PREPARING THE LETTER OF RECOMMENDATION PACKET**

On the outside of a large, sealable, 9 x 12 inch envelope:

- Print your name and cell phone number.
- List the colleges/universities/scholarships to which you are applying at this time.
- Next to the school's name or scholarship, list the date its application is due.

On the inside of your 9 x 12 inch envelope, insert a folder that contains:

- Your brag sheet.
- Your updated résumé, transcript (high school and college), and test scores.
- A personal statement/your application essay.
- An information sheet that includes the following:
  - College courses in this format: Math 110: Intermediate Algebra; Psychology 126: Abnormal Psychology (Include all courses completed, in progress, and planned.)
  - High School GPA (which includes college courses)
  - College GPA
  - College and career goals
- Teacher or Counselor recommendation forms for the colleges/universities to which you are applying, with all student information filled in.
- One business-size envelope for each college/university that is requiring a letter of recommendation.

Each envelope should be correctly and legibly addressed.

Each envelope should be stamped *with the appropriate amount of first-class postage*.

*Note:* Do not write a return address on the envelopes; the writer will insert the school's address.

**DO give the writer at least two weeks' notice to write a letter of recommendation, even if this individual has written one for you previously.**

*Source: AVID College Path*

## **STUDENT “Brag Sheet” for College Recommendation Letters**

*This is your chance to brag. Think about everything you have done during high school and give details. Include school, home, community, church, etc., and word process this document. Please allow two weeks to complete the recommendation letter. Include your name, cell phone number, and email.*

1. Your grades are important. Tell me about any factors related to your grades that are important, significant, or unusual.
2. Test scores are important, too. Are there any factors about test scores that I should address in communicating with your college choices?
3. Are there any special circumstances, living situations, etc. in your life that might have an impact on your application?
4. During your high school career, what do you consider your proudest academic accomplishment? Be specific.
5. During your high school career, what do you consider your proudest personal accomplishment? Be specific.
6. List two (2) adjectives that best describe you and give one example of why those words come to mind.
7. If you were involved in extracurricular activities, which one was most meaningful and why?
8. What internship and/or job experience has contributed to your future goals and how?
9. Tell me about your family. What makes your family special, usual, or unusual?
10. Briefly explain why a college education is important to you.

