

## REQUESTING A LETTER OF RECOMMENDATION

Person Requested to Write Letter: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Student: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Address Letter to: \_\_\_\_\_

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### STUDENTS RESPONSIBILITIES

When requesting a letter of recommendation from a person, be sure to:

1. Fill out the student information worksheet as soon as possible.
2. Think of a teacher/person who knows you well.
3. Make an appointment to ask the teacher/person to write a letter of recommendation for you. Plan ahead to meet your timeline, allow the teacher 10-14 days for the completion of the letter. DO NOT assume the letter will be completed if you leave the request in their mailbox or drop it off on their desk; make sure you make personal contact with the teacher/person.
4. At the time of the appointment, give the teacher/person specific dates and directions on what to do with the completed recommendation forms.
5. Provide the teacher/person with a manila folder to store your recommendation forms.
6. Write a short "thank you" note to the person who has supported you in this way.

### PERSON WRITING THE RECOMMENDATION LETTER

1. In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with:
  - a. A completed student information worksheet
  - b. Specific direction as to who will receive the completed recommendation – i.e. return to the counselor or send it directly to the college, etc.
2. The following is a list of criteria you may wish to consider in your evaluation:  
scholastic ability/motivation/reaction to criticism/  
emotional stability/personality/integrity/cooperation  
maturity/leadership qualities
3. You may also want to include:
  - a. Examples or anecdotes to illustrate character or judgments of the student.
  - b. A comment about the accuracy of your first reaction to this student. Do you feel the same? Why?
  - c. The reason why this particular college is a good match for the student.
  - d. Comparisons with previous candidates to the same school.
  - e. Your phone number/email address for further information.

IT MAY BE BENEFICIAL TO KEEP A COPY IN CASE ANOTHER LETTER IS NEEDED.