

Request for a Letter of Recommendation

Congratulations on your decision to apply for admission into college! This process can be very demanding, not only for you, but also for your teachers. Following a few simple guidelines can streamline the process for everyone involved.

Guidelines:

1. It is best to ask for a letter of recommendation from a teacher whose discipline is parallel to your own career interests.
2. If you are unsure about which major you will pursue, consider asking a teacher in whose class you performed well. You might also consider asking a coach or adviser with whom you worked closely.
3. Junior year is considered by most colleges and universities to be the most crucial. Consider asking teachers from your junior year classes for letters first.
4. Realize that each of your teachers gets anywhere from ten to forty requests for letters. Many teachers must set limits for the number of letters that can be written in the course of a year. The earlier you ask, the better.
5. Make sure that all of your application materials are fully prepared and clearly labeled. Make it easy for your teacher to find you!
6. To obtain a letter, your request and materials must be submitted at least three weeks in advance.
7. Teachers should not write about your involvement in extracurricular activities unless they were your adviser.
9. Provide all materials to the teacher at least three weeks prior to the deadline.

Requirements:

***You must personally ask the teacher for a letter of recommendation!**

1. Complete each of the following in detail:
 - a. What have you done in the teachers class to merit the receipt of a letter which is in limited supply?
 - b. Provide a detailed description of a memorable activity from the class. Include a discussion of the objectives, your process and the result.
 - c. How has the class contributed to your academic success? Why was the class important?
 - d. What gains did you make as a result of the class? How do you anticipate your experiences will aid you in higher studies?
2. Either hand the questions/answers directly to the teacher or ask him/her if the information can be provided via email; also include the following information:
 - e. Full first and last name
 - f. The date by which you need the letter
 - g. Your counselor's name

BEST OF LUCK, AND KEEP THE TEACHER INFORMED!