

# HOW TO ASK FOR A LETTER OF RECOMMENDATION

[Letter of Recommendation Form](#) - PDF document/fillable format  
Or print and complete by hand

"The ideal recommendation would come from someone who has seen your best work academically and over a period of time...also someone who knows you in another context; perhaps an employer, coach, or an activities or club advisor." (*US News and World Report*)

Letters of recommendation are important and necessary. They are significant if you are applying for scholarships, a two- or four-year college, the military, an apprenticeship program or filling out job applications. Every student should leave high school with a resume and at least two letters of recommendation.

## Steps to Request a Letter of Recommendation:

1. Determine who to ask. Asking **at least three weeks in advance** is a good rule of thumb.
2. Provide the completed "Request for Letter of Recommendation" form to the letter writer. Be thorough and don't be afraid to talk yourself up—it will help the letter writer!
3. If the letter needs to be mailed, you should provide the letter writer with an addressed envelope that has a stamp. Ask the letter writer to provide you with an extra copy for your Portfolio.
4. Write a thank-you note to acknowledge the person's effort, as each letter takes a lot of time and thought.

Click one of the links below for a Letter of Recommendation form. You can save it as a Word document and complete it electronically, or you can print the form and complete it by hand.