

## Quick Question-Teacher

How many letters of recommendation do you write a year? Do you mind writing them? Why or why not?

Name: \_\_\_\_\_

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## Worksite Reflection

What was something that happened at work this week? (an event, a problem, an interaction, a success, etc.)

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## Administrative Questions

Is your phone number the same? YES NO  
 Do you have active phone service? YES NO  
 Is everything at work satisfactory? YES NO  
 Are you getting enough hours? YES NO  
 If you selected NO, explain:

	POINTS	EARNED	On time	Late
Journal	5		Date turned in:	
Scenario	5		Weeks late (points off):	
Question	5		Final Score:	
Reflection	3			
Admin	2			

## Written Request for a Letter of Recommendation

If you ever have to write a request for a recommendation letter, use the following format. Don't forget to include an addressed and stamped envelope if the letter needs to be mailed.

\_\_\_\_\_  
 January 2, 2020

Mrs. Potter:

I have enjoyed being in your agriculture classes for the past 2 years. I look forward to using the knowledge and skills I learned in your classes to pursue a career in agriculture management.

I am writing today because I need your assistance. I need a letter of recommendation for my career job application packet and was hoping you would be willing to help. I have attached a copy of my resume. I would greatly appreciate it if I could receive the letter from you by January 25, 2020.

Please let me know if this will work for you. You can contact me at my email or by phone at 478-555-5555. If you need any additional information, please let me know.

Thank you and I appreciate your help!

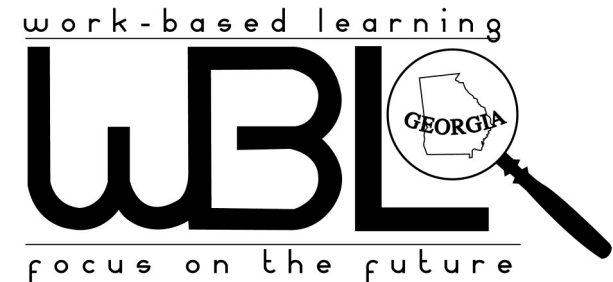
Sincerely,

Sue Smith  
[Sue.smith@hcbe.net](mailto:Sue.smith@hcbe.net)

Encl: Resume



# Asking for Letters of Recommendation



## Asking for Letters of Recommendation

Potential employers, scholarship committees, and college admissions rely on recommendation to find out your strengths, weaknesses, and accomplishments. This information doesn't come from transcripts or test scores. It is in your best interest to help your recommenders write the most accurate and detailed letters possible.

### Asking for Recommendations

Develop relationships with faculty, counselors, and administrators as you go through school. Even if you're no longer in class with them or don't see them regularly, stop by to speak occasionally. When the time comes, you won't feel awkward asking for a recommendation. Teachers had the same thing done for them when they were in school and won't mind doing it for you.

Choose the people who know you best. Letters by well-known people only carry more weight if they know you well and can write a solid recommendation. The more detailed and personalized a letter is, the more likely it is to make a strong impression. So ask people with the most knowledge of you and your work.

Ask early. It is common courtesy to allow recommenders at least **three weeks** to prepare and submit their letters. Involve them in the early stages of the application process, while you are deciding how to present yourself. Their insights will be invaluable, and in turn, they will know your interests when they write their recommendations.

Begin a verbal request by talking about your interests and goals and then ask them if they can write

you a recommendation. Most likely they will say yes. However, in some cases the faculty member may say no because they don't have the time or they don't know your qualifications well enough. In this case, you should accept the response graciously and consider asking for more feedback.

Once a faculty member has agreed to write your letters, provide them with copies of your application materials.

The following items will help them write accurate and purposeful letters:

- Photocopies of key pages from the application brochure, describing the nature of the scholarship, internship, or college program
- A résumé
- A copy of your transcript
- Written submission instructions and deadlines. (There should be no question as to when and where to submit the finished letters.)
- If needed, properly addressed, typed, and stamped envelopes.

Keep in touch with your recommenders. After submitting your application, send them thank-you notes expressing your appreciation for their guidance and support. Update them on your progress and inform them whether you are selected or hired or not. If you need a recommendation in the future, this kind of follow-up communication ensures a positive relationship where they will likely write you another letter.



### DID YOU KNOW?

Only 7% of job applicants get an employee referral, yet referrals account for 40% of all hires. Use your referrals and recommendations!

Name \_\_\_\_\_

## Journal

List 2 teachers whom you believe would be willing to write you recommendations. What do they teach? What do you think they would say about your quality of work and your work ethic?

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## Worksite Scenario

Martin is an average, very likeable student. He tries hard and works to the best of his ability. He's afraid that he won't be able to get a recommendation from his teachers because of his grades. What advice would you give him about asking for recommendations?

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