



# Student Information for a COLLEGE Recommendation Letter from a Teacher

**Date Received:** \_\_\_\_\_

- Students are encouraged to turn this in to the individual writing the recommendation at **least 2 weeks prior to recommendation deadline.**
- Along with this request, students should include all information needed for them to submit their letter (stamped and addressed envelope, any forms to be attached, etc.)
- DO NOT request a recommendation letter unless the college REQUIRES a letter

Student Name: \_\_\_\_\_ Cell # \_\_\_\_\_

Student Email \_\_\_\_\_

Schools applying to: \_\_\_\_\_

Letter Request Due Date: \_\_\_\_\_

1) List your career interests and/or college majors. Explain your choice.

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2) List the classes/activities in which you had contact with the letter writer and circle grade(s): 9 10 11 12

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3) Describe specific projects, assignments, tests, activities, accomplishments, scores, skills, or successes you remember from this class/activity. The more specific you can be the more helpful it is to the writer.

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4) Describe school and community achievements (including jobs) this letter writer might be able to include in a letter about you.

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5) What is unique about you?

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6) What would be important for others to know about you as a student, a person, and a leader?

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# College Letter of Recommendation Guidelines

Keep in mind that writing a good letter of recommendation takes the writer at least 30 minutes and often longer.

## When to ask:

- Ask at LEAST two weeks before you need the letter, but even earlier if you can
- If you need multiple copies of the letter, organize everything and ask all at once
- Only ask for a recommendation letter if required by the college

## What to bring to the teacher:

- Recommendation request form filled out completely, thoughtfully, and honestly
- Prepare envelopes (stamped and addressed to the college), or provide all online directions.
- DO NOT put a return address on the envelope. LNHS will need to make it official.
- **Note: Scholarships recommendations are done differently.** If applying for a scholarship/award, use the Scholarship Recommendation Request form.

## Who to ask?

- Someone who knows your strengths
- Someone who can give specific examples of your academic successes, strengths, or talents in the classroom, activity, or sport.
- Consider that some teacher/coaches/advisors write many letters each year. If those letter writers know you best then no problem, so be sure to think it over.
- Do not ask for letters that you don't need or won't use

## How to ask?

- Always go talk to the teacher and request your recommendation face to face
- If you add a recommender email to an electronic request go talk to the recommender so they have the information
- Never assume the recommender will not need more information 'GO SEE THEM'

## Other Considerations

- DO NOT send letters to colleges if not required. DO NOT send more letters than required.
- Make sure to fill out any parts of forms that require your information and/or signature
- Most colleges ask if you waive your right to see the letter. It is up to you but if you waive your right, you are saying that you are confident enough about yourself that you trust the writer

## Follow Through

- Make sure to write a sincere thank-you note in a timely manner. It goes a long way and is important. A letter writer is more likely to help you quickly print additional copies later if you have shown appreciation for their time and effort.
- Follow up when you are accepted at colleges. People appreciate when someone sends an email or stops by to say, "Hey thanks again, I got accepted at.!".