

Letter of Recommendation Guidelines for Students

Are you applying to a program or college and it requires a recommendation from a teacher? Would you appreciate a really wonderful letter? Please read and follow the guidelines below to ensure your letter of recommendation will be absolutely glowing!

1. Asking Timeline
 - Ideal time: 1 month+ prior to your deadline.
 - Absolute minimum time: 2 weeks in advance of the deadline.
 - Asking less than 2 weeks to your deadline: be prepared that you may get a 'No' response.

***The more time you can give your teacher in advance, the better!**

2. Ask the teacher **IN PERSON** (At a break or after school is best!)...DO NOT write an email or leave a note on their desk! If they will be receiving an email to a link for your recommendation from the program or school to which you are applying...make sure you give your teacher a heads up it is coming – using this email in place of actually asking in an in-person visit is not ok!

*If you don't talk to your teacher, your recommendation will not get written.

*Important to note that when you ask that being nice is the best approach! Do not assume or demand. Teachers ARE NOT required to write you a letter, this is something EXTRA they do for you on top of an already full load of work, and it takes time to write a good one!

3. Print out a copy of an up-to-date resume or a list of activities and accomplishments you are involved in at school AND outside of school.

Here are a few ideas of what to include: Current GPA, clubs, sports, awards received, community service, outside school projects.

Teachers can use this information to include more details about you besides what we know about you in our classes during the year.

4. Write up a cover sheet that will go with your resume/activity list that gives information such as:
 - College(s) or programs to which you are applying (nice to also include your major if you are declaring)
 - If it is a program...what is the program? What is it about? Why are you interested in applying for this program?
 - Deadline for the letter of recommendation! (Super Important!)
5. Provide the teacher with #3 and #4 above when you ask for a recommendation. These will help the teacher write even nicer, more personal things about you...rather than a more generic letter.

After the Letter has been Written

***This part is super important! Do Not SKIP!**

6. Within ONE WEEK of the recommendation deadline: Write a nice **handwritten THANK YOU note** to your teacher! It is important to always write thank you notes for people that do something above and beyond for you. If you skip this step and you ask for another letter in the future, prepare to get a 'no' answer or a not very fantastic letter (remember, letters speak to your character, common courtesy and thank yous show strong character)