

## GUIDELINES FOR REQUESTING RECOMMENDATION LETTERS

- ❖ Determine whose recommendation/reference will carry the most weight.
- ❖ Allow at least a minimum of two weeks for your reference to write your letter.
- ❖ Include a plain envelope or stamped envelope along with instructions on how the completed letter is to be handled.
- ❖ Send a thank you to anyone writing you a letter of recommendation.

Using the example below, develop a personal and separate profile summary sheet to aid your references in completing your letters of recommendation.

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Dear (Mr., Mrs., Miss., Ms. & last name) \_\_\_\_\_

I am applying for \_\_\_\_\_ (list the name of scholarship, or if you need a letter for college admissions, list the college)

I plan to attend \_\_\_\_\_ (specify college) and major in \_\_\_\_\_ (specify major ).

My current GPA is \_\_\_\_\_, and my current class rank is \_\_\_\_\_ out of \_\_\_\_\_.

Include school related, extra-curricular activities or athletics along with dates. Also include leadership capacities held.

Describe community involvement, church activities, work or volunteer experiences.

List employment history, dates of employment and job responsibilities.

List academic, athletic or community awards and/or honors you have received in high school.

List two or more teachers who would recommend you for your academic and/or leadership abilities.

List personal and professional goals upon completion of post secondary education.

List special or unique qualities or skills that you would like mentioned in the letter.

Special instructions how you would like the letter of reference handled, i.e., please mail letter by (list date) in the addressed stamped envelope.