

SUGGESTIONS FOR RECOMMENDATION LETTERS

When requesting a letter of recommendation from a teacher, friend, or employer be sure to:

- Think of an individual who knows you well.
- Make an appointment to ask the individual to write a letter of recommendation for you. Plan ahead in order to meet your timeline and allow 10-14 days for the completion of the letter.
- At the time of the appointment, give the letter writer specific dates and directions for the completed recommendation.
- Be sure the letter writer understands the requirements for the recommendation.
- If appropriate, provide stamped envelopes.
- DO NOT assume the letter will be completed if you leave the request in his/her mailbox or drop it off on a desk; make sure you make *personal contact* with the individual.
- Write a thank you note to the person who wrote your letter of recommendation.

Student Information For Recommendations

Student Name: _____ Date: _____

Give letter to: _____ By: _____

Mail letter to: _____ By: _____

Cum GPA: _____ Rank in Class: _____

Future Goals:

Plans for college or other post secondary education/training:

Extracurricular Activities/Community Service Work:

List any special awards or recognitions that you have received:

What special characteristics/qualities do you possess that should be stressed in a Letter of Recommendation?

Other relevant or helpful information for the writer: