

## Steps in Asking for a Letter of Recommendation

1. Approach potential recommenders first as advisors
  - a. Get to know them & let them get to know you (during office hours)
  - b. Discuss your larger interests and goals
  - c. Ask for advice about projects, courses, graduate school etc...
2. Request a recommendation letter from a professor who knows you well
  - a. Someone who will be able to discuss in detail what distinguishes you
  - b. Someone who knows you well enough to write a *strong* letter of recommendation
3. Ask (preferably in person) well in advance of the deadline
  - a. Two to four weeks may be adequate
  - b. It is helpful to consult with the recommender to see how much time is needed
4. Schedule an appointment with recommender
  - a. Discuss college and/or scholarship selection criteria
  - b. Discuss the official description of the criteria that the recommender's letter should address
  - c. Discuss **Recommendation Letter Packet** : Recommendation Letter Request Form, Student Background Information Form, Personal Statement, Transcript
  - d. Discuss extenuating circumstances, family or other responsibilities
  - e. Suggest what you would like the recommender to emphasize
  - f. Point out Recommendation letter **Deadline**
5. Write "Thank You" note to recommender

### **Prepare Recommendation Letter Packet – For Professor**

- Recommendation Letter Request Form
- Student Background Information Form
- College Application/Scholarship Application/Description
- Instructions for recommender & Deadline
- Personal Statement
- Transcript (unofficial is okay)

## Recommendation Letter Request Form

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Recommendation Deadline: \_\_\_\_\_

College or Scholarship Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website address: \_\_\_\_\_

When were you a student in my class?

Course(s): \_\_\_\_\_

Term(s): \_\_\_\_\_

Any selection criteria I should know about? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any specific things about yourself that you would like me to emphasize: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forms/Stationary – The letter should be:

☐ Addressed to: \_\_\_\_\_

☐ Printed on form which is attached

☐ Printed on school stationary

Delivery of letter:

☐ Returned to you in a sealed envelope

☐ Sent directly to the organization

☐ Submitted electronically at: \_\_\_\_\_

☐ Other (explain): \_\_\_\_\_

## Student Background Information Form

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EDUCATION

High School/GED: \_\_\_\_\_ Date: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Units completed: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Units completed: \_\_\_\_\_

College: \_\_\_\_\_ GPA: \_\_\_\_\_ Units completed: \_\_\_\_\_

Academic honors or awards: \_\_\_\_\_

Participation in Special Programs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### WORK EXPERIENCE

**Employer:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Date started and ended: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Noteworthy Distinction: \_\_\_\_\_

\_\_\_\_\_

**Employer:** \_\_\_\_\_

Job Title: \_\_\_\_\_

Date started and ended: \_\_\_\_\_

Hours per week: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

Noteworthy Distinction: \_\_\_\_\_

\_\_\_\_\_

## EXTRACURRICULAR ACTIVITIES

**Sports:** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Clubs:** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Hobbies or Talents:** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Hobbies or Talents:** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Leadership Positions:** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Leadership Positions:** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Community and/or Volunteer experience** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

**Community and/or Volunteer experience** \_\_\_\_\_  
Date started and ended: \_\_\_\_\_ Hours per week: \_\_\_\_\_  
Describe your participation: \_\_\_\_\_  
Achievements you are proud of: \_\_\_\_\_

## HELPFUL INFORMATION

1. Why have you selected the instructor or counselor to write you a letter of recommendation? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Provide at least one anecdote about a positive encounter you have had with your instructor or counselor, either inside or outside the classroom \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Why do you want to attend this particular school or why are you applying to this scholarship? \_\_\_\_\_  
\_\_\_\_\_
4. What do you plan to major or study in college and what career field interests you? \_\_\_\_\_  
\_\_\_\_\_
5. Have you had any difficulties you have had to overcome? How has it affected your life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. What do you think you are good at doing? Describe why \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. What three adjectives would you use to describe you? Explain why these three fit you \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. How do you meet the criteria of the School that you are applying to or the Scholarship that you are applying for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_