

ASKING FOR A LETTER OF RECOMMENDATION



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1 KNOW HOW MANY LETTERS YOU WILL NEED



2 SELECT TEACHERS YOU KNOW WILL WRITE POSITIVE LETTERS

- Teachers who give specific anecdotes about you reveal your personality and character to potential colleges

3 BE POLITE WHEN ASKING FOR LETTERS

- Always try to ask teachers **in person**



4 GIVE PLENTY OF ADVANCED NOTICE

- you should give teachers at least **one month** before your application deadline

5 SUPPLY SUPPORTING MATERIALS TO HELP

- remind teachers who you are by providing them with your **resume** or a 'brag sheet' ****Example****



POLITELY REMIND TEACHERS ABOUT DUE DATES 6

- follow up with teachers a week or two before your deadline

7 WRITE A THANK YOU NOTE

- show your appreciation with this small gesture

