

How to Request Letters of Recommendation

1. Ask teachers, counselors, and administrators who know you well and who will write you a personalized, glowingly positive letter of recommendation. If this person is a teacher, it is preferable that you are currently in his or her class or were a student of theirs last year.
2. Make your request *at least two weeks* before the letter is due. Explain any extenuating circumstances to the potential letter writer.
3. Provide the recommendation form for the colleges with all the student information completed.
Note: You should waive the right to see the letter if given this option. If there are no recommendation forms, then provide a photocopy of any information you have about the school or organization requesting the recommendation. Be sure to include the exact name of the organization or college and to whom the letter should be addressed.
4. Provide a photocopy of your AVID information sheet and/or educational résumé, and application essay. Keep the original for future requests.
5. Provide an up-to-date copy of your unofficial transcript.
6. Place all of the above in a file folder or 9"x12" envelope. On the front, print your name, the list of colleges to which you are applying, and the due date for each letter. Letter writers usually have the option to submit electronically or return the letter in a sealed envelope to the student to mail.
7. Mark on your calendar the date you need to give a "friendly reminder" to the letter writer. (This should be about four days before the letter is due.)
8. **Important:** After you have received the letter of recommendation, or the letter has been electronically submitted, send the writer a thank-you note. He or she will appreciate it, and chances are you will need to request another letter later in the year.
9. If the letter is given to you directly and you have not waived your right to see it, photocopy the letter before putting it in the mail. Obtain a certificate of mailing from the post office for your records.
10. NEVER hand materials to the writer on the day before you need them!

REQUESTING A LETTER OF RECOMMENDATION

DIRECTIONS: Request letters of recommendation from two adults that you know well, preferably adults whom can attest to your amazing qualities. You need at least one from a PHS staff member and hopefully one from someone who knows you through athletics, volunteer work, or employment. When you approach the adults, you will give them a folder that includes: a cover letter requesting a letter, a Personal Information Sheet, and a perfect RESUME! Below is a template for you to follow:

Date

Dear Mrs. Smith,

Start this paragraph by stating your purpose. What do you hope to use the letter for? Employment, scholarships, other applications? What are your goals?

Next, state why you have chosen this adult. How did this individual impact your life? What did you learn from this adult? Why are you asking him or her?

In the final paragraph, thank him or her, and let him or her know that you need it by November 1st. Also, you may add: if you are unable to provide a letter, please let me know by (one week from the date of this letter).

Thank you in advance for your time.

Sincerely,

(Signature)

Your Name Typed

TIPS:

- ❖ When using this format, you do not indent, and margins on all sides should be one-inch.
- ❖ Consider your audience. Remember, you are not writing to yourself or your friends. Think in terms of the recipient and write passionately.
- ❖ You may use a template of Google Drive or you can create your own.
- ❖ Use a standard font like Calibri or Times New Roman.
- ❖ Revise your letter. **YOU DO NOT WANT ANY ERRORS.**

Brainstorm:

Who are some adults you could ask?

What will you most likely use the letter of recommendation for?

Requesting Letters of Recommendation

*You are required to collect two letters of recommendation, one from a PHS teacher or staff member, and another one from someone outside of the school; however, you may decide to collect more if possible.

Please bring the following materials to class:

- 2 Educational Resumes (Final Drafts): **Due Tuesday, 9/24.**
- 2 Cover Letters (typed and proofread): **Due Friday, 9/27.**
- 2 Personal Information Sheets: **Due Friday, 9/27.**
- 2 Copies of Unofficial Transcript (available on Aeries):
Due Friday, 9/27.

*If you don't have a printer at home, you need to print all of the above in your Learning Center/Study Skills class or the library prior to the due date!

You must bring copies of the Letters of Recommendation that you receive to show us and put in your portfolio by the day of the fall semester final exam. They are worth ten points each.

