Guidelines For Letters Of Recommendation

Asking For A Letter

Make an appointment to ask the teacher or staff to write a letter of recommendation for you. Plan ahead to meet your timeline, and allow the teacher/staff 10 to 14 days for the completion of the letter. DO NOT assume the letter will be completed if you leave the request in a mailbox. Make sure you make personal contact with the teacher.

Clarify for the teacher whether the letter of recommendation should be returned to you or mailed directly to the requesting agency. Provide a stamped, self-addressed envelope for the person providing the recommendation if he/she is to mail the letter. Specify whether the recommendation should be sealed if it is returned to you. If you will be using this same recommendation for multiple applications, ask for extra copies. The salutation can be To Whom It May Concern and used for more than one purpose.

Write a short “thank you” to the teacher who has supported you in this way. And if you are successful with your application, that would be nice to pass along as well.

Be sure to fill out the student information worksheet (below) as completely as possible. Not all sections may apply.

Faculty Recommender

A letter of recommendation may help open many doors. In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with a completed student information worksheet. The following is a list of criteria you may wish to consider in writing your evaluation:

<table>
<thead>
<tr>
<th>Scholastic ability</th>
<th>Motivation</th>
<th>Reaction to criticism</th>
<th>Initiative</th>
</tr>
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<tbody>
<tr>
<td>Emotional stability</td>
<td>Persistence</td>
<td>Integrity</td>
<td>Cooperation</td>
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<tr>
<td>Maturity</td>
<td>Leadership qualities</td>
<td>Potential for service</td>
<td>Class Contributions</td>
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</tbody>
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You may wish to include:
• Examples to illustrate character or judgment of the student
• The reasons why this particular opportunity (scholarship, employment, college) is a good match
• Your phone number or email address for further information
STUDENT INFORMATION WORKSHEET

Name:
Address:
Letter To Be Addressed To:

1. Future goals

2. Plans for college or other training

3. School Activities

4. Awards and honors

5. Community activities/offices/recognitions/service

6. Special interests, hobbies, talents

7. Your strengths

8. Your weaknesses

9. Job experiences

10. Describe your educational goals