

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? _____

