

How to Ask for a Letter of Recommendation

- Ask someone who knows you well enough to describe your academic abilities and personal characteristics
- Be polite
- Give them enough time (include the deadline)
- Give them a resume or sheet of your activities so that they have some valuable pieces of information to include in their recommendation letter
- Follow-up a week before the due date if you have not heard from them yet
- Send a handwritten thank you note after your letter is submitted

Who Should Write Your Letter of Recommendation

Someone who knows you well and will speak highly, positively, and in detail about you. Someone who has seen you demonstrate some of your strongest qualities.

Suggestions include (but are not limited to):

- Teacher
- Coach
- Counselor or advisor
- Community leader
- Boss or mentor
- Pastor
- Principal
- Extracurricular activities/club advisor

You should not ask parents or family members.