

# ***LETTERS OF RECOMMENDATION***

Some colleges and/or scholarship programs may ask you to submit letters of recommendation with your application. Unless otherwise specified, these recommendations typically come from an academic teacher and another teacher or adult who knows you well. A form may be provided. If not, they write a letter.

If recommendation letters are not requested, it is still appropriate to send one. After all, a good recommendation is not going to hurt you. The general rule of thumb is to send two, no more than three.

Below are some suggestions for you to consider when dealing with letters of recommendation.

Ask people to do recommendations for you who know you in a positive way and can easily write a good one for you.

Allow at least *two weeks* for someone to write a recommendation.

Give them a *resume*'. They may know your work in their classes well, but they might not remember that you organized a fundraiser.

Provide them with an *envelope* for the recommendation. If they are mailing it, be sure to address the envelope and put *postage* on it.

If the recommendation is returned to you, it should be *sealed with the recommender's signature* across the seal.

To ensure recommendations have been mailed or to see if your recommendation writer needs additional information from you, *follow up* with them a week or so before your first deadline.

Once you have decided which college to attend, it is nice to write *thank-you notes* to everyone who provided a recommendation and tell them where you have decided to attend.