

Getting Letters of Recommendation

Paper request:

1. Make a copy of the scholarship application you are completing to give to the letter writer. If there are special criteria, please make sure the letter writer is aware of them.
2. Make sure there is a contact name shown on the application so your letter of recommendation will be addressed to someone in particular. Or, you may request multiple copies of the letter of recommendation. Ask if the letter can be written “To Whom It May Concern” so that you will not have to ask again.
3. Provide a resume/activity chart for the person who will be writing your letter of recommendation. Also provide a copy of your transcript to the writer.
4. Complete a permission slip for the letter of recommendation. (Our school district requires that a permission slip, signed by your parents, be on file before an employee can write a letter about you. Return that permission slip to your counselor.)
5. Provide at least a week or two for the letter to be completed.
6. Make sure you know the letter writer very well. If you don't truly have a working relationship with that person, you should not be asking them to discuss your attributes. Choose carefully whom you ask. Your letter could end up being a generic description of you. The person reading your application will know immediately that you are not familiar with the writer.
7. Write your recommendation writer a thank you note. It doesn't need to be long or fancy. Just say thank you for the time they took to make you look good.

Email Request:

1. Be sure to list “letter of recommendation for NAME & DUE DATE ” in the subject line. Allow at least a week or two for a letter to be completed.
2. Attach your activities chart/resume or share it on your Google drive.
3. Follow up with a thank you note or email.