

## ***Guidelines for Requesting a Letter of Recommendation***

- 1. Request recommendation letters from those who know you**, since they will be better equipped to write a compelling recommendation for you.
- 2. Start early.** Ideally, give the recommender three to four weeks, but never less than two weeks to complete the recommendation. Most faculty and staff are very busy and have numerous recommendations to write, so you want to be courteous.
- 3. Provide information about yourself.** Often, faculty and staff will need some specific information from you in order to write an effective recommendation. Help them help you. For example, provide your school resume (Senior Profile) and include a statement of why you are interested in the particular school, scholarship, program, etc.
- 4. Provide all of the following information:**
  - The name and title of the person who will receive the completed letter.
  - The date by which you need the recommendation, and if you will pick up the recommendation letter personally, or where you would like it to be mailed, emailed, faxed, or submitted online. *If you expect the person to mail the recommendation, be prepared to provide an addressed and stamped envelope.*
  - The links that offer helpful information or instructions for recommenders. For example, if you are asking someone to write a letter of recommendation through the Common App, this link (<https://www.commonapp.org/counselors-and-recommenders/recommender-guide>) offers a recommender guide with specific instructions.
  - Specific college requirements. For example, Christendom College requires an academic letter of recommendation form. This information is located on Christendom's website (<https://www.christendom.edu/admissions/apply/>) as Step 3 of their *Directions for Applying to Christendom College*.
- 5. If you are concerned about your recommendation being completed on time**, and you have given your recommender ample time, consider doing one or all of the following:
  - Give your recommender an early deadline. Either let them know that you will pick up the recommendation letter early in order to send it as part of a complete application packet, or ask them to send the recommendation by a certain date.
  - Follow up at least one week before the letter is due in person or via email to check in and see if your recommender needs any additional information from you.
  - Ask to be notified by email once the recommendation has been sent, if possible.
- 6. Be gracious.** You need to say thank you and send a personalized thank you note to the individual who wrote your recommendation. (A handwritten note is often more deeply appreciated than an email.)
- 7. Finally, let recommenders know you were admitted or got the scholarship, etc.** It is nice to let them know if their efforts were fruitful!