**Letters of Recommendation -**

Many colleges require letters of recommendation as part of the application packet. Some scholarships may request letters of recommendation as well. When you apply for summer internships or university bridge programs, letters of recommendation may be required.

**Who to ask:**

* The most effective letters are obtained from teachers, coaches, and counselors who know you well. Colleges are looking for personal insights about student applicants.
* The most selective colleges prefer letters from teachers of core courses (English, history, science, math, and language) who are familiar with your capabilities.
* In selecting people to write your recommendations, choose those writers who can illustrate a variety of your interests: recommendations from an English teacher, a math teacher, and a coach would give a broad picture.

**When to ask:**

* Provide the letter writer at least two weeks for completion.
* Requesting the recommendation early will help you get a thoughtful, carefully written letter.

**How to ask:**

* Make an appointment to personally ask the teacher to write a letter of recommendation for you. This allows for confirmation that they will write the letter and offers an opportunity to ask questions. DO NOT assume the letter will be completed if you send a request by email or leave a note in the teacher’s mailbox.
* Provide your teacher with a Letter of Recommendation Packet that includes:
  + - A cover letter asking for the letter of recommendation and telling the writer the letter’s purpose (admission, scholarship, employment) and the name and address of the institution.
    - Information Form (see other website link)
    - Copy of your educational résumé
    - Copy of your college essay
    - Unofficial copy of your transcript

**About a week before the deadline, politely ask if the letter has been completed.**