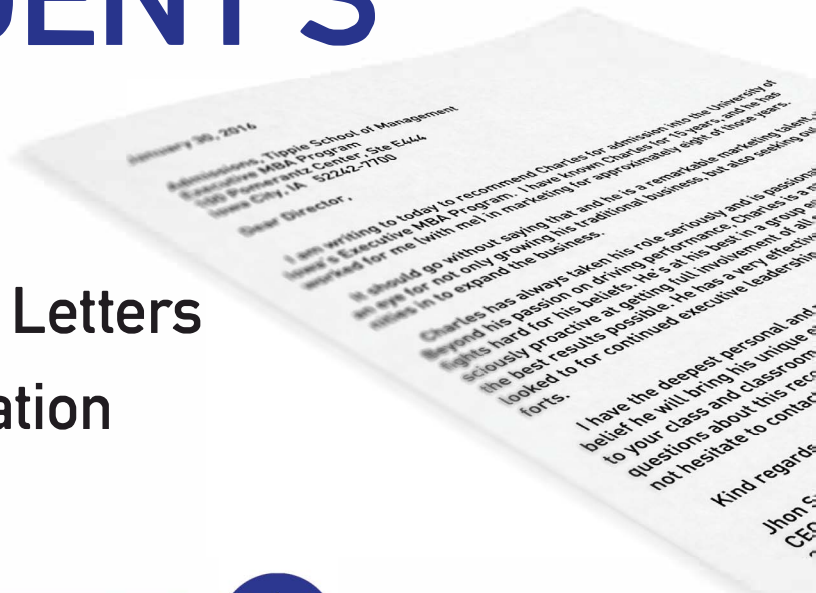




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A STUDENT'S GUIDE

to Getting Great Letters of Recommendation



1

Choose The Teacher

Decide whom to ask to write your letters of recommendation. Each teacher you select should add something new about you to your application including knowing you from a perspective that's different from other teachers. The teacher you choose should be able to speak about your intellectual curiosity and how you learn, and perhaps what you do when things become difficult. Choose teachers who will have good things to say about you - teachers for whom you did your best work or who saw you at moments of transformation or other types of achievement. Letters should help the application reader distinguish you from other applicants.



Tip

It is not always best to choose the teacher for the class where you received your best grade. Sometimes the teacher who writes about your perseverance, your ability to work hard and your individuality will be able to create a more effective letter.

2

Ask The Teacher

Meet with the teacher who you think will write you an excellent letter of recommendation and ask if he or she would be comfortable writing a college recommendation letter for you. If you sense the slightest hesitancy, ask a different teacher.



Tip

It's always best to ask in person. Ask in person - don't email!

3

Write A Note

Once you know who will be writing your recommendation letters, you should write a short paragraph, in your words, thanking the teacher for agreeing to write a letter for you.



Tip

On page 2 you will see a sample note.

Sample note to teacher

Dear Excellent Teacher,

Thank you for agreeing to write a letter of recommendation on my behalf. I realize that your time is valuable and I cannot thank you enough for taking time to write about me.

I am applying to X# of colleges and universities.

The following schools use the Common Application:
(List your schools using the following examples).

School	I Am Applying	Due Date
Wonderful University	Early Decision	11/1/20
Great University	Action	11/15/20
Fabulous College	Regular Decision	1/1/21

The following schools use their own application:
(List your schools using the following examples)

School	I Am Applying	Due Date
Amazing University	Early Action	11/15/20
Terrific University	Rolling	ASAP

In this space you need to tell the teacher why you have asked him or her to write your recommendation letter. What did you most enjoy about the class? What topic, concept or unit was most difficult for you and how did the teacher help you master it? Add any thoughts that will help your teacher write an effective letter of recommendation. You want him or her to know about you as a student, as a constructive and cooperative class participant, and as a person eager to learn.

Sincerely,
Your Enthusiastic Student

Put your email address and your telephone or cell phone number here. The teacher may have a question while writing your recommendation and should be able to contact you easily.

4

Consider Adding A One Page Resume

You may want to consider attaching a one-page resume detailing your activities in school and outside of school, your leadership abilities and your hobbies. Make sure your teachers know how you spend your free time.

5

Comply With Requirements and Deadlines

If your high school has specific requirements and guidelines for letters of recommendation, for example that students enter information in an online platform, make sure you understand how to do this and comply with requirements and deadlines.

6

If You Need To Add Additional Colleges

If you add additional colleges to your list, contact your college counselor and your teachers immediately. Let them know which colleges you are adding, the deadlines and the type of admission plan you will be applying under.



Tip

Be aware of deadlines and give teachers plenty of time to write the letters. Some teachers receive a lot of requests. It's very important to give teachers as much time as possible. An unnecessary late request may annoy the teacher, may not give him or her sufficient time to devote to your letter and may label you as a procrastinator.



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