

### **How To Ask for a Letter of Recommendation**

1. Identify whom you're going to ask and get their email address.
  - a. One counselor/advisor
  - b. One core content teacher (math, English, science, history)
    - i. Should be from 11<sup>th</sup> grade year
  - c. One additional teacher (any subject) if your GPA is 3.2 unweighted or higher
    - i. Should be from 11<sup>th</sup> grade year
2. Write a complete and professional email to this individual
  - a. Subject Line: Request from YOUR NAME for Letter of Recommendation
  - b. Greeting (hello, good morning, etc)
  - c. Include a reminder of how they know you
  - d. Tell them why you want *them* to write you're letter (maybe they were your favorite teacher, or you felt like their class was one you particularly excelled in, or you think their class most prepared you for college, etc).
  - e. Remind them why they *should* write you a letter (maybe you were an A+ student in their class, or your project was one of the best, or you felt like your relationship with them was impactful).
  - f. *Ask them if they would please be willing to write you a letter of recommendation.* Remember, they're doing YOU a favor!
  - g. Tell them to reach out to you if they have any questions or concerns. Tell them you've attached a profile of yourself that they might find helpful.
  - h. Tell them when you would need the letter (deadline – Sept. 15) so you have the letter before you start applying to college
  - i. THANK THEM
  - j. Close and sign the letter (Sincerely, your name)
3. Fill out and attach the document on the back of this page. The Microsoft Word version of this document can be found in the Scholar/Mentor Portal so you can type into it.

### **Letter of Recommendation Attachment: About Me Profile**

1. Your Name, GPA (weighted/unweighted), Class Rank
2. In what way does your GPA reflect (or not) your true ability?
3. What makes you want to attend college?
4. Frequently, colleges want to know how students manage challenges. The transition to college is often marked by a variety of challenges. Specifically describe a challenge or difficulty you have faced. How have you grown from the experience?
5. Specifically in reference to the class that was taken with the teacher writing your letter of recommendation: Describe the academic accomplishment or “stand out moment” (examples: a specific paper, experiment, in-depth project or speech) you are most proud of, and tell why you take pride in it.
6. What do you consider your most important activities, either in or outside of school? Explain why these are significant to you.
7. Describe a situation where you have been a leader, and how did it affect or change you?
8. What would your friends say are your three best qualities? (Examples: a good listener, trustworthy, etc.)
9. What three adjectives would you use to best describe yourself?
10. What is something special about you that makes you unique or distinctive?
11. What do you hope to accomplish in college and beyond? Consider your career goals, as well as broader, life-long goals.
12. What are you passionate about? What motivates you?