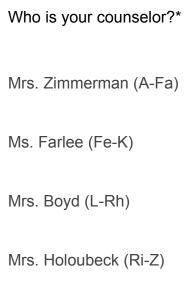
Recommendation Letter Expectations

- 1. Please contact your counselor at least 2 weeks prior to your university deadline.
- 2. Please take your completed resume and Recommendation Fact
 Sheet in person to your counselor. You must also do this at least
 2 weeks prior to your university deadline. If you need a copy of
 the Fact Sheet, stop by the counseling office.



More tips for asking for a recommendation letter (from a counselor OR teacher):

- Ask an individual who knows you well. **Ask them IN PERSON. The letter will not be** written unless you talk your counselor in person *and* you've completed this form.
- Provide him/ her with the necessary information about you (see Recommendation Fact Sheet). Include your resume.
- Ask that person, personally. Make an appointment if necessary.
- Allow the person 10-14 days to complete the recommendation. Be sure the person understands the requirement for the recommendation.
- Let the person know when you need the recommendation completed.

- Make another personal contact with the recommendation writer to make sure the recommendation has been written, and mailed, if necessary.
- Write a thank you note for the person who wrote the recommendation for you.

RESUME

Visit the <u>resume page</u> for resources and softwares we recommend to create the perfect resume! Print it and take it to your counselor.