

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.

Who is your counselor?*

Mrs. Zimmerman (A-Fa)

Ms. Farlee (Fe-K)

Mrs. Boyd (L-Rh)

Mrs. Holoubeck (Ri-Z)

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 [resume page](#) for resources and softwares we recommend to create the perfect resume! Print it and take it to your counselor.