

LETTER OF RECOMMENDATION FORM:

Letters of Recommendation are for use on Scholarship Applications, Job Applications, Senior Project, and other uses. Even if the person writing the letter for you knows you well, this form will help the letter writer know what you would like to have included on the letter as they write your letter of recommendation.

INSTRUCTIONS:

1. Complete this personal student data sheet and submit it to the person from whom you are requesting a letter.
2. Watch "deadlines." A writer should be allowed at least two weeks to complete their letter.-DO NOT ASK THEM AT THE LAST MINUTE!
3. Be as specific as you can (i.e., leadership in the classroom, in-school and community activities, etc.) so the writer can speak to the requirements of your request.
4. Set your date to pick up the letter a day or two before you need it.
5. Follow up receiving your letter with a thank you note or a personal "thank you" to the writer *the very next day*.
6. If you "hit" on a scholarship, let the letter writer and your school counselor know.
7. Consider non-relatives in the community such as employers, church members, coaches, and teachers as possible references.
8. Ask permission to photocopy your letter; it will save you and the writer time. (*You need an original letter with writer's signature in blue ink for your senior project.*)
9. Make photocopies of any applications, essays, letters of recommendations or other pertinent documents for your own records.
10. Keep a copy of this completed form for future use.