

## Action Set 8

This set will assist you in applying what you learned from “Letters of Recommendation”.

- Outline 3 people who will write letters of recommendations for you in your “Rec Plan”
  - Choose people that know you in different frameworks so they can all contribute something new to explain how awesome you are. Consider a fourth only if there is another area they haven’t covered.

### My Rec Plan

University	Ask Date	Complete Date	For which Scholarships/ Programs/ Universities	How do they know me? What will they write about?	Gave something to help write?
<b>Person 1</b>					
<b>Person 2</b>					
<b>Person 3</b>					

- Plan out your ask!
  - Timing changes everything with recs, but the rule of thumb is to ALWAYS be early! Remember to add dates and deadlines to your Google calendar.
  - You can ask for a letter of recommendation whenever you want, but the smart thing is to tactfully put it in the mind of your recommender like “Hey Ms. Teacher, I’m going to be applying for \_\_\_ in a few weeks (deadline is months later). I wanted to know if you would be able to write me a **really strong recommendation in the near future.**”
    - “Really strong” or “really good” because some teachers will tell you that they don’t think they can write a good one of you (maybe you did something bad... who knows), in which case they’re doing you a favor by telling you to ask a different teacher.
    - “In the near future” because if they agreed, this will give them time to start noticing you in class because they will remember you asking them.
    - Remember, you want to give them enough time to see you at your best, so don’t set your deadline for the rec to be before they hardly know you or before you’re about to turn in an awesome project.

- Make the formal asks for a letter for a summer program or university application
  - **Tell them you have a deadline at least 2 weeks before actual deadline.** You're not lying. Say "my deadline is \_\_\_" because that is YOUR deadline... the college/program's may be different. Don't be screwed over by a teacher who likes to wait to the last minute to get stuff done. Nor should you be waiting on a transcript office to get that done – as far as they're concerned, tell them the same thing! You want to have as much control over this process as possible and not have to wait for other people.
  - **Give them something to help them write the recommendation** such as a resume, your essay to the program/university /scholarship, bullets of things they can discuss (helps jog their memory of you). You can (and should) offer to sit down and write with them or draft something up for them. **Show that you want to make the process as easy as possible for them.** Always sign away your right to know what is in the letter so that whoever it's for knows it is the open and honest opinion of the writer.

### SAT Homework

- Complete Practice Test #7. **It's all about habit.** Practice, practice, practice.