

Letters of Recommendation

MSA Mentorship

Who do I ask?

- Teachers, coaches, employers, volunteer supervisors...adults that **know you well** and can comment on your talents, abilities, and what makes you unique.
 - Underclassmen, start forming relationships now.
- Some schools require letters from teachers in **specific subjects**, so carefully read application instructions before you start.
- Don't ask:
 - Family
 - Friends



How many?

- Depends on the school or program!
 - **Carefully** read application instructions for the schools you're applying to.
- Not generally recommended to send extra letters **unless** they show a unique and important thing about you not reflected in your other letters. Just don't be excessive.



How do I ask?

- **Communicate** with your recommender about:
 - Your post-graduation plans and interests
 - If you want anything highlighted in the letter
- **Give:**
 - **Clearly** indicated deadline (before the actual deadline)
 - Any forms they need to fill out (found on the Common App website)
 - Resume (with your address, email, and phone number at the top)
 - Essay if finished (optional)
 - Information about where to send the letter
 - some schools have guidance counselors collect all letters
 - others you send directly to the school → provide a stamped, addressed envelope if this is the case



When do I ask?

- ASAP
 - Teachers become swamped with recommendation requests later in senior fall.
- Give recommenders enough time to write thoughtful letters!



Should I wave my right?

- Yes!
- Not doing so makes you look paranoid and untrusting.
- Only ask people you know will write you good letters.



Thank You Notes

- **Always** take the time to thank your recommenders. They are doing you a huge favor and taking the time to help you reach your goals.

