

## ASKING FOR LETTERS OF RECOMMENDATION

**Begin with a big manila envelope or a file folder with your name on it and the due date of your recommendation. Put the following inside:**

### **Resume or Brag Sheet**

Your teacher can write a better letter if he/she can relate your classroom achievements with some of your other achievements and experiences. A good brag sheet is more than an inventory of jobs and extracurricular participation. Tell what you have learned or how you have matured because of the experiences on your list. For example:

<b>Minimal</b>	<b>Much Better and More Helpful</b>
Swim team: Junior and Senior years	For the last two years I have been on swim team. I have discovered the value of always giving my personal best, even though I have never won a heat.
Summer job at my Grandfather's Nursery business: all 4 years of High School	Every summer I work for my grandparents at their nursery business. I do planting, pruning, irrigation, and occasionally run the sales counter. Last summer I learned to drive the forklift. I have really learned to be responsible and finish a job even when I work by myself. My grandfather has taught me to see the beauty in small growing things.

### **Forms:**

Make sure your teacher has all the forms necessary to write the recommendation. You can make the job easier if you put Glencoe's name and address in the proper blanks. Some forms ask for a student signature. It makes more work for your teacher if you have forgotten to sign!

If there are no forms, make sure to give an address and contact name for letter. A formal letter has the address of the recipient at the top, and if possible, Dear Mary Smith is much better than To Whom It May Concern, or Dear Admissions Officer.

Forms should contain directions for mailing, whether your teacher should mail your letter directly to the school of application, or seal the letter in an envelope for you to mail with your application package. If your teacher must mail the letters, be sure to supply him/her with stamped, pre-addressed envelopes. Be sure all necessary signatures are in place.

### **Your Teacher Needs Plenty of Time**

Ask your teacher for the letter, and supply him/her with forms, brag sheet, and mailing information *at least* two weeks before you need it. You are probably one of several students who want letters of recommendation at once. Both you and your teacher want your letter to be an excellent piece of writing.

### **Thank You Note**

Send this a day or two before the deadline. It will not only serve to express your appreciation for the favor your teacher is doing for you, but it will be a welcome reminder if your teacher has lost track of time.