

## Procedure for Requesting Recommendations

Most applications require three recommendations. These should be from school personnel and community leaders who know you and/or employer. When requesting recommendations use the following procedure:

**1. Decide who would give you the best recommendation.**

- Are you active in a school club or other organization where you have demonstrated leadership or other traits that would lead your sponsor to say wonderful things about you?
- Have you completed a classroom or school project in which a particular teacher supervised you and can supply pertinent information that will enhance your recommendation?
- Is there a particular teacher/community leader who knows you on a personal level who would feel comfortable elaborating on your personal qualities or give personal examples?
- Is there a particular subject that you have excelled in or relates to your career choice that may help you get into a particular program or qualify for a particular scholarship?
- Avoid asking teachers who are really popular and everyone else is asking. These teachers may be pressed for time and not be able to give your recommendation the personal detail it needs.

**2. Give your source plenty of time to write your recommendation,** at least *two weeks* if at all possible. Otherwise, your recommendation may be rushed supplying little needed information or it may not get it done by your deadline.

**3. Always provide your source with a stamped, addressed envelope** if the recommendation needs to be mailed.

**4. Let your source know if the recommendation should be kept confidential** or if it needs to be given to you so you can include it with your application.

**5. Provide your source with the name, school/agency, address, purpose, and deadline** for the recommendation.

**6. Explain to the source any significant facts about the recommendation.**

It needs to include any required information for this particular school. Is this your first choice.

**7. Ask permission to photocopy to keep with portfolio** to send to other schools/agencies or ask to keep a copy on disk in order to update with new addresses. This would be an unofficial copy which would require you to secure a new teacher signature before sending.

**8. ALWAYS write a Thank YOU note to your source.** They are doing you a major favor. Show your appreciation.

**9. Always provide your source with a PERSONAL PROFILE** enabling them to write you an effective recommendation.

Your personal profile should contain the following:

- Class Rank and GPA
- Extra-curricular activities, awards, leadership roles, special projects
- Work and volunteer experience
- Personal identifying information, student #, birth date, parent's name(s) and address
- Statement about career goals and schools you're considering... your first choice, second choice, etc.
- Other Relevant personal information
  - *family background*
  - *parent's educational level*
  - *your position in the family (only child, oldest, youngest, middle),*
  - *# of siblings*
  - *# of siblings in college*
  - *adopted, living with grandparents, family members*
  - *handicaps/illness/death or any special circumstances of any family member*
  - *obstacles overcome*
  - *financial information - any special circumstances*
    - *consideration (parents unemployed, retired, divorced, debt, etc.)*
- Special considerations - *parents moving, sibling attended school, only school that has your major, volunteer work relating to career choice, etc.*