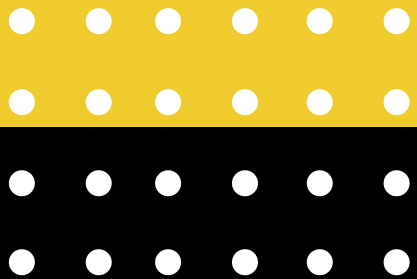


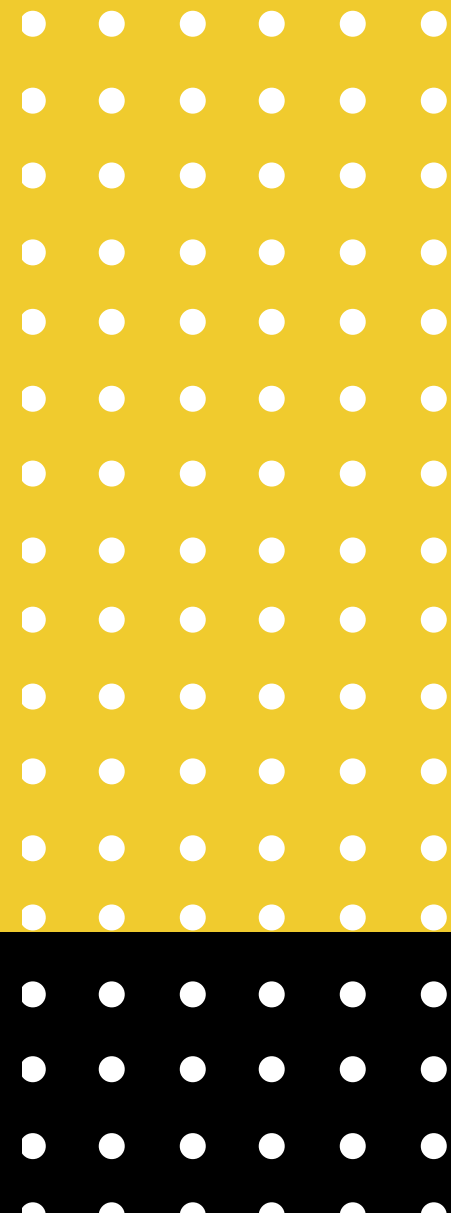
DO YOU KNOW?

**HOW TO ASK FOR A
RECOMMENDATION
LETTER?**




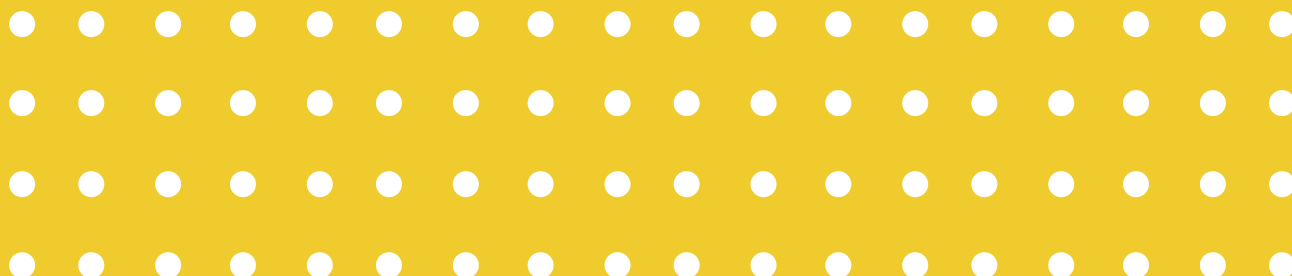


**ask at least 2
weeks in
advance**



02

**When you ask, also
provide your teacher
with the request in
writing**

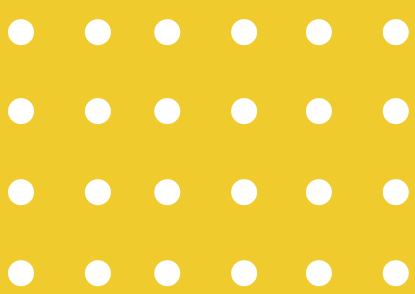
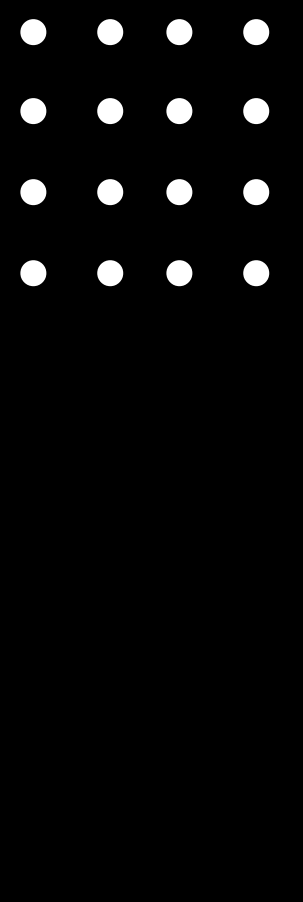


**Make sure that your
teacher knows where
you are applying & fields
of study you're
considering**

03



**If the letter needs
to be mailed,
provide a stamped
and addressed
envelope**



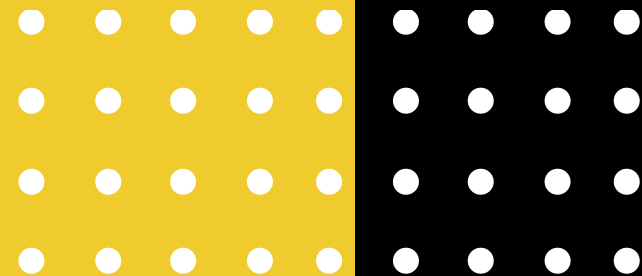
**If it's an online
recommendation like the
common app, confirm with
your teacher that they
received the request**

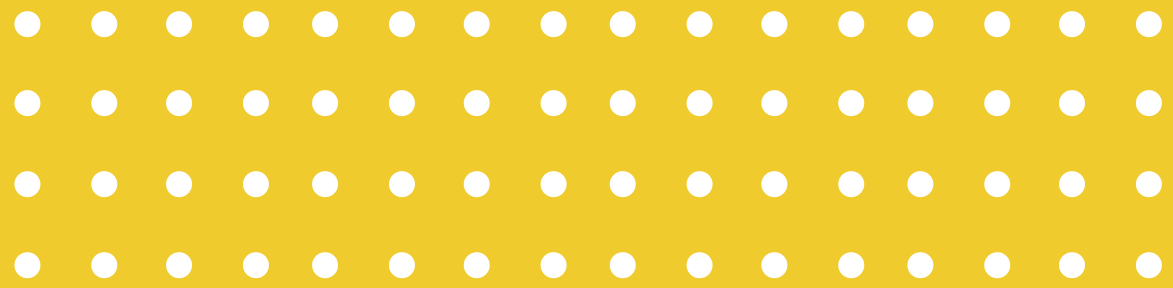
OS



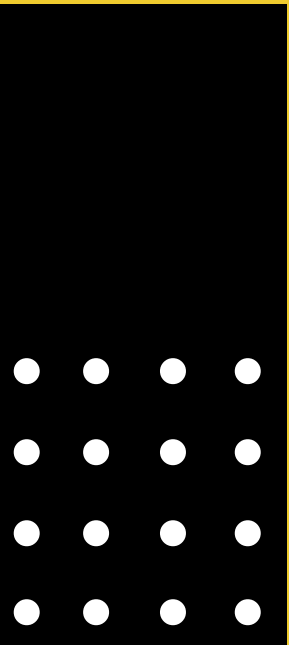




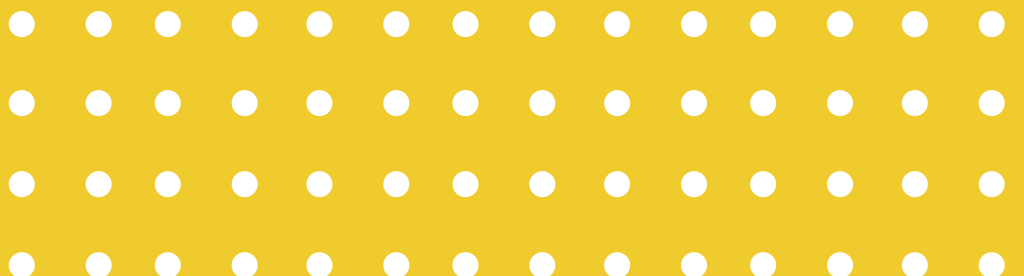
If the deadline is approaching and the letter hasn't been completed, respectfully check in with your teacher.





Provide your teacher with helpful information, like what clubs and extra curricular you're involved in. What classes have you taken that relate to your desired field of study. Tell your teacher why you feel that a letter from them is important.





**Know that your teachers aren't
required to write a glowing
recommendation, so be sure to be
thoughtful about whom you ask.**

SAY THANK
YOU!

