

## WHO WILL WRITE YOUR TEACHER RECOMMENDATION? HOW DO YOU ASK FOR A RECOMMENDATION?

- ❑ The first step is to make sure that your colleges require teacher recommendations. You do this by carefully reading the applications.
- ❑ If recommendations are required, make sure that you have the forms the colleges require and that you know the deadline dates. Address and stamp an envelope for each college that requires a teacher recommendation.
- ❑ **Find out if your school has a specific policy regarding teacher recommendations. If there is a policy, follow it. If not, you can use the information in this handout.**
- ❑ The next step is deciding what teacher (or teachers, if your colleges require more than one) to ask.
- ❑ Think of the high school teachers with whom you have a good relationship, who know you best, and who would be enthusiastic about writing a recommendation for you.
  - These teachers should be from academic subjects, preferably from junior or senior year.
  - Teachers whom you have had for more than one class are often good choices.
  - List the teachers you might ask: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- ❑ Approach the teacher at least 3-4 weeks before the deadline date. You can say something like this: *I am applying to College XYZ, and that college requires a teacher recommendation. I think you know a lot about my strengths as a student. Would you be able to write a recommendation for me?*
- ❑ If the teacher agrees, give them all the required college forms, stamped envelopes, and information about yourself as soon as possible. Again, they need at least 3 weeks' notice! **TIP: Use the TEACHER RECOMMENDATION REQUEST form in your handouts to provide personal information.**
- ❑ If the teacher is not sure or says no, don't push it. Ask a different teacher. **YOU WANT SOMEONE THAT WANTS TO WRITE THE LETTER!**
- ❑ **WRITE A THANK YOU NOTE TO THE TEACHERS WHO WRITE RECOMMENDATIONS FOR YOU!!!!!!**

# TEACHER RECOMMENDATION REQUEST

Student's Name \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student's DOB: \_\_\_\_\_

E-mail Address / Phone # (in case of questions) \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Course(s) with This Teacher (i.e., English 3): \_\_\_\_\_

Thank you so much for agreeing to write this letter of recommendation for me. I asked you because I think you are a teacher who knows me well and who can accurately evaluate my potential for academic success in college. This information may be helpful to you as you write the recommendation.

1. I think my academic strengths are.....

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

2. I think my personal strengths are.....

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

3. I am considering the following college majors because.....

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

4. These are some of the things I want the college admissions and/or scholarship committee to know about me.....

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

STEP-BY-STEP TO COLLEGE WORKSHOPS FOR STUDENTS

National Association for College Admission Counseling (NAACAC)

5. The specific things I hope you will discuss in this letter.....

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

6. What I remember most about your class.....

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Additional information that might be helpful.....

*(Students: You may attach a resume to this form if you wish. But remember that the teacher recommendation will focus on you as a student in this teacher's classroom.)*

These are the schools I am applying to. I have attached any teacher recommendation forms they require, as well as stamped and addressed envelopes.

| Name and Address of School | Official Deadline                                |
|----------------------------|--|
|                            | Postmark _____ or Received by _____<br>Date Date |
|                            | Postmark _____ or Received by _____<br>Date Date |
|                            | Postmark _____ or Received by _____<br>Date Date |
|                            | Postmark _____ or Received by _____<br>Date Date |
|                            |  |

Again, thank you. I know this is a big time commitment, and I appreciate your help.

Copyright, Pat Walters, MEd, CEP Retired High School Counselor