

Etiquette in Asking for a Letter of Recommendation

Adapted from document at Port Washington HS, NY



1. Letters of Recommendation are not entitlements; they are *earned*.
2. Always ask for a letter of recommendation in person
3. Provide all of the necessary information in an organized manner (and in writing)
 - A. To whom it is written
 - B. For what purpose it is being written
 - C. Does the reader of the recommendation provide any instructions? If so, include them.
 - D. Provide the deadline
 - E. Provide an envelope with the reader's name/address, etc.
 - F. If the writer is to comment on your participation, honors, awards, etc., provide a list of your participation, honors, awards, etc. (*called a curriculum vitae, or c.v.*)
4. Ask at least 2 weeks before the deadline.

It takes time to craft a well-written recommendation that reflects the uniqueness' of the student.
5. Ask Someone Who Knows You
6. Assess Your Behavior Now and in the Past

Ask teachers who know you best and have seen your best efforts. Don't expect a letter if you've made little or no contributions to the class
7. The Letter of Recommendation is Not For Your Eyes

Sign the waiver. Do not ask if you can see the letter. It is up to the writer to make that choice. These letters are generally confidential and should at least be sealed and most likely mailed directly by the writer.
8. Say Thank You!