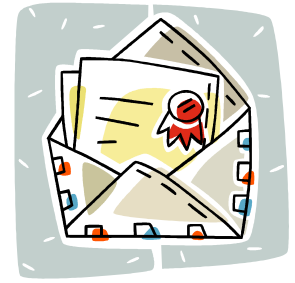


# How do I get a Letter of Recommendation?



## Who do I ask?

Someone who would be able to comment on your strengths and attributes: a teacher, a volunteer coordinator, a youth minister, a coach, a boss, a scout leader. It's best if the person has known you for a while, longer than just a few months.

## When should I ask them?

Give them plenty of time to write the letter, at least 2 weeks. You want them to take their time and write a good letter, it is not the kind of thing that can be done at the last minute.

## What should I tell them?

Give them a note card with this information:

- Who they are writing the letter to
- Why they are writing it (college application, scholarship, summer program)
- When the deadline is and/or the date it must be postmarked

## What else should I give them?

Where the letter needs to go and a copy of your activities resume.

## Other tips:

If you are going to need several letters from the same person, try to bring all the information to them at once. It will help you both stay organized.

School counselors are not responsible for holding on to extra copies of other people's letters of recommendation.

Keep track of who you have asked and what letters you asked them to write. You may want to give the person a reminder as the deadline approaches.