

Requesting Recommendation Letters



Many colleges and universities will require letters of recommendation for admission or scholarships. This is a great time to have someone who knows you personally “toot your horn.”

First, request your letter early, allowing the writer at least 2-3 weeks to complete it. This will avoid the last minute rush for submission to beat a deadline. Not only are schools interested in your grades and academic accomplishments, they want to know who you are. Consider requesting letters from teachers and advisors who are also familiar with your interests and extracurricular activities. For example, if you are strong in science and math, and participate on the yearbook committee, you may want to request letters from your teachers or advisors in these areas.

Print your Planner Summary from GAcollege411. If you have been maintaining your High School Planner, your Planner Summary will provide your reference with a detailed record of your courses, grades, athletic participation, club activities, volunteer and work experience, honors, and awards. This

information will enable your reference to write a specific and thorough letter.

Once someone agrees to act as a reference, provide them with the name, title, and address of the person at the school who should receive the letter, as well as your name and the program that you are applying to. Some schools may prefer receiving letters directly from your reference. Whenever possible, provide your reference with a pre-addressed stamped envelope, ensuring that they have the school contact’s

information on hand. Make sure that your

reference is aware of all deadlines, and do not be afraid to follow up with them to see if it is done.

Finally, do not forget to say “Thank you!”



Remember: Getting your recommendation letter should be the easiest part of your college application. Have some faith in yourself and don’t over-think it. After all, if you don’t believe in yourself, why the heck should someone write a recommendation letter for you?