

# The minimum information that you should be prepared to provide to your teachers... BEFORE YOU ASK!

**TYPE OF MISSION STATEMENT THAT CORRESPONDS WITH YOUR REQUEST:** *When you are asking for a letter, you need to share the “mission statement” of the school or program with your teacher. By doing this, they will be able to keep in mind the traits and qualities that are desired in an applicant.*

**TYPE OF LETTER NEEDED:** *When you are asking for a letter, you need to be very clear about what kind of letter you need.*

Do you need:

- 1) a “personal recommendation” (typically used for a summer program or internship & this letter is typically focused more on your personal character traits than on your academic performance)
- 2) an “academic recommendation” (typically used for academics-based admissions into a specific school or specialty program & this letter will cover an overview of your interpersonal behaviors, presumptions about your intrapersonal thoughts/motivations, & academic performance)
- 3) a “scholarship recommendation” (this letter is very different than the other two because your teachers need to have enough examples to support why you should be awarded scholarship funds)

**TYPE OF SUBMISSION PROCESS:** *When you are asking for a letter, you need to make sure that YOU know every step that your recommender will have to take in order to complete their portion of the process. (AND: tell them about the steps that are involved upfront.)*

**EXAMPLES:**

Will they need to print a hard copy, sign it, & mail it in? (If so – you need to provide an addressed & stamped envelope for them.)

Is there a website where it will be uploaded? (Will they need to create a log-in ID or do you need to do that for them?)

Does it need to be emailed directly to a specific person or program? (If so – you need to give them that information.)

**THE PUBLISHED DEADLINE!!!** Be as considerate as possible!! (*Please do not give your teachers less than 2 weeks of advanced notice. The writing process takes time.*)

## THE DO's

Be polite.

Be considerate.

\* \* \* \* A S K \* \* \* \*

Don't assume (good or bad)

Be prepared.

Be gracious.

Be thankful.

## THE DON'Ts

Be abrupt.

Be curt.

Assume.

Be vague.

Be disrespectful or punishing.

Take advantage.

Forget to thank them.

AND DO NOT **EVER** ASSIGN A TEACHER  
TO WRITE YOU A RECOMMENDATION  
LETTER (ON NAVIANCE OR ANY OTHER  
COLLEGE/SCHOLARSHIP SITE) WITHOUT  
RECEIVING THEIR CONSENT **FIRST!**