

GUIDELINES FOR REQUESTING LETTERS OF RECOMMENDATIONS

When requesting a letter of recommendation, be sure to make an appointment with the person who is to write the letter for you. Allow the person ten to fourteen days to complete the letter. Schedule a time to pick up the letter upon completion. In order to assist the person who is writing the letter, please address the following areas:

1. Academic Strengths
2. Personal Strengths
3. Future Plans (college, training, military, work)
4. Prospective Major or Area of Interest
5. Awards/Honors Received
6. Athletics
7. Special Interests, Hobbies, Talents
8. Community Service
9. Work
10. Special Circumstances
11. Additional Comments

(Once you have received the letter be sure to write a short "thank you" to the person who has supported you.)