



Guidelines for Getting Letters of Recommendation

To receive a recommendation from Hailey (School Counselor) follow these guidelines:

1. **Plan ahead.** Give Hailey a minimum of two weeks advance notice. More is better.
2. **Make a meeting time** by signing up through Mrs. Scheffer in the CCC.
3. **Send/bring a typed resume.**

To receive a recommendation from a teacher/boss/coach follow these guidelines:

1. **Plan ahead.** Give the person a minimum of two weeks advance notice.
2. **Meet with the recommender and ask them politely** if they would be willing to write you a recommendation. (Remember they do not have to write this for you).
3. **Send/bring a typed resume** for the person.
4. **Ask if they need anything else** from you if the recommender is willing to write your recommendation.
5. **Check back with your recommender** in a week and see if your recommendation has been sent, or if they need any other information.
6. **Write a thank you note** to thank them for their time and support when they complete your recommendation.

Common Application Letters of Recommendation Information

- These are typically done online.
- On the Common Application Website in your account you will find a place to “invite” someone to write your recommendation.
- Once you invite someone to write you a recommendation that person will receive an email from the common application requesting a recommendation for you.
- **You need to follow the above guidelines** for asking for a recommendation **BEFORE** you “invite” someone to write you a recommendation.

If you have any questions please ask Hailey Henderson-Paul.