How to Request a Letter of Recommendation

* Before you ask, know your first deadline and whether you will be applying for Early Action.
* Ask the teacher individually, not in a group, in the fall of next year. Do so in person, not over email.
* Refrain from asking for more than one letter of recommendation

(if not needed). Respect your teachers’ time.

* Expect an honest letter of recommendation.
* Be prepared to opt out of seeing the letter of recommendation.
* Provide the teacher a resume that includes:
  + Your best qualities
  + Outside activities
  + IB coursework (full dip or certificate)
  + Interests
  + What you enjoyed most about the class
  + Possible career path
* If you are interested in science and can only send one letter, try to arrange that with your recommenders.
* Remind the teacher one week before the letter’s due date.
* Keep an eye on the email you provided through Naviance.
* If snail mail required, provide a stamped, addressed envelope.
* Remember… poor planning on your part does not constitute an emergency on your teacher’s part.
* Update your teacher on how it all turns out! We are pulling for you!