

LETTERS OF RECOMMENDATION

Some colleges may ask you to supplement your application with letters of recommendation. It is your responsibility to determine what letters, IF ANY, are required.

Colleges may specify that recommendations come from:

- Teachers in academic subjects who can speak to your academic strengths;
- Coaches and teachers who can attest to your athletic, artistic, or leadership talent;
- Counselors who can address your personal strengths, accomplishments and special circumstances which might impact on an admission decision;
- Others, such as club sponsors, religious leaders, mentors, community members, who can give evidence of your character and leadership ability;
- Employers who may write about your work ethic, special achievement, skills, or on the job training.

You should choose a person who knows you well enough to write a letter of recommendation that will cite your strengths and abilities. Request letter(s) well in advance of the due date, so that a thoughtful letter can be written. Some teachers or coaches may be contacted at the end of the junior year to help eliminate the “mad rush” of recommendation requests. A recommendation letter is only as effective as the information you provide. Therefore, it is helpful to provide a resume or “brag sheet” about yourself. Your counselor may also choose to interview you before writing the letter of recommendation. If the letter is to be mailed directly to the college, provide a stamped, addressed envelope. It is appropriate to send a thank-you note to anyone writing a letter of recommendation.