

Requesting a Letter of Recommendation

- **Who to ask –**
 - Teachers of college prep subjects, your counselor, coaches, employers, or other adults who know you well and agree to write a strong, positive letter. Do not ask relatives. If you need letters from more than one adult, ask a variety of people who represent different aspects of your life. But, don't ask more people than are necessary.
- **When to ask-**
 - Make the request 2-3 weeks before you need the letter. Squalicum staff members have the right to refuse your request if it's less than two weeks notice!
 - Carefully consider who you need a letter from. You don't want to ask too many people as it takes a lot of time and effort on each recommender's part to write a quality and personal LOR.
- **How to ask-**
 - Make personal, face-to-face contact with the individual you want to ask. Setting up an appointment beforehand would be best.
 - Write them an email reminder and thank you after speaking with them.
 - If you're using the Common Application you will identify them as individuals who are writing you a LOR. Be sure to check that their e-mail address is correct. The common app will send that individual an email giving them access to your account.
- **What to provide -**
 - Typically you will want to provide an **academic resume**, but additional information may be requested on an individual basis. A sample academic resume is available from the Career/Counseling Center.
 - You will also want to include an addressed, stamped envelope if the letter is to be mailed directly from the writer.
 - Give information to your writer about the purpose of the letter (i.e., for a scholarship, college application, etc.) so they will know who they are addressing.
 - Write a thank you note once you receive your letter or after they have submitted their input on the Common Application website.