

# Letter of Recommendation Request Guidelines

## Getting Started:

Letters of recommendation are important for college admission decisions, scholarships, and job opportunities. Tips to ensure a strong **letter of recommendation** include:

- Schedule an appointment to ask, in person, the individual to write a letter of recommendation for you.
- **Provide the writer with plenty of advanced notice, and allow 3-4 weeks for completion.**
- Include other recommendation forms if provided by the college/employer.
- Ask someone who knows you well. Some colleges request letters from specific subject area teachers.
- Write a “thank you” note to the person who writes a letter of recommendation.

## Include the Following with Your Request:

- Your name, student ID #, email address, phone number
- An **updated Resume or Activities Profile** including:
  - Awards and Honors
  - Extracurricular Activities (both in school and out of school)
  - Work Experience
  - Volunteer Experience
  - Special Activities or Hobbies

### For more information please contact the Poudre Counseling Department:

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## Short Answer Questions:

Save your responses in a Word Document to share with your recommender.

**The more depth and detail you provide the better the recommender can represent you to the higher education institution or scholarship of your choice.**

1. Is your academic record an accurate reflection of your ability? Why or why not?
2. Describe an academic experience that has been a highlight during your high school years. (i.e. a particular class, a paper you wrote, project you worked on, etc. Be specific.)
3. What has been your most difficult/frustrating academic experience? What did you learn from this struggle?
4. Have any outside circumstances interfered with your academic performance?
5. How have you used your time outside of school? - Hobbies, significant travel experiences, religious activities, family commitments or any other special interest you have developed. Which of these activities is most meaningful to you and why?
6. List three adjectives that your parents or friends would use to describe you. Give an example if possible.
7. What academic areas do you hope to pursue in college?
8. What career(s) are you interested in pursuing? **Why?**
9. Is there anything else you think would be helpful for me to know about you?