

### **TIPS ON GETTING A GOOD RECOMMENDATION FROM A TEACHER**

A good teacher recommendation includes some or all of the following:

- how long the teacher has known you and in what circumstances
- what grade you received under the teacher (or what honors you received from a coach or advisor)
- what your particular strengths are
- testimonial to your character (maturity, hard-working nature, etc.)
- your goals and how your classroom/team behavior mirrors those goals
- a particular anecdote that reflects one or more of the above
- an assessment of how you will do in college

In order to gently guide your teacher/advisor/coach to include these things in her or his recommendation for you, you must do some preparation. If you help your recommender do her or his job, you will be rewarded with a better recommendation. What should you do?

- write a formal letter of request to your recommender (teacher/advisor/coach) that tells him or her where you are applying, what you are interested in, when you had the recommender (specific dates), how you did in his or her class/club/team, and personal facts that are relevant to your application and her or his class/club/team
- give the recommender your college resume
- give the recommender the full address of where the recommendation should be sent
- make it absolutely clear what the deadline for the recommendation is
- make it absolutely clear whether the recommender is supposed to send the recommendation separately, or whether you need it back to include in a packet
- agree ahead of time whether you will see the recommendation; standard practice is to take it back in a sealed envelope and *not* to see it; different teachers will feel differently about this
- if the recommender needs to send the recommendation to the school, be sure to give him/her a correctly addressed envelope with the correct amount of postage on it
- talk briefly with your recommender to make sure s/he has everything s/he needs to write your recommendation; ask him or her if everything in your request letter and recommendation is clear
- if your recommender has not gotten the letter back to you or sent it out a few days prior to the deadline, remind him or her; do not remind him or her at the very last minute