

LETTERS OF RECOMMENDATION

Once students have identified prospective recommendation writers, they should approach them as soon as possible. Please remember that many recommendation writers prefer at least two weeks notice. The suggested letter of recommendation form can be found below. Please give each teacher a copy of this form and predate it to reflect at least a two-week period for completion (also, please keep in mind that some teachers write many letters of recommendation, so they might need more advanced notice. Your college counselor should also be given such advance notice.

When requesting a letter of recommendation, students should ask each prospect directly if they feel they can write a strong letter of recommendation on their behalf. If the answer is no, it is very important to thank them politely for their honesty and move on to the next prospect.

All recommendation writers should be handed both the recommendation request form and the recommendation section from each college application or the common application. Furthermore, all recommendation writers should be encouraged to send their letters directly to Mrs. Geimer, so that the information can be included in the application packet prior to mailing. Even though most of your applications will be sent electronically; all additional materials will be sent to each college from the International Baccalaureate Office. All letters should be submitted on school letterhead and signed by their creators.

Always treat your recommendation writers the way you would like to be treated: help them prepare by sharing your goals in writing; providing them with background information such as a personal resume; and by not requesting a letter from them the day before a recommendation is due or just prior to a long-anticipated vacation. Please always remember that the best letters of recommendation are usually written when the writers are not feeling overly stressed.

Two weeks after requesting a letter of recommendation, send a thank you note to each recommendation writer. If the letter was submitted, this is always a nice gesture. However, if your letter was not submitted prior to receipt of your thank-you card, perhaps it will serve as a gentle reminder or motivator. I hope this information proves helpful; if you have any additional questions or concerns, please feel free to contact Mrs. Geimer in the International Baccalaureate Office.

Things to Remember:

Please share the following items with all confirmed recommendation writers:

- An updated resume

Source: CollegeMasters, LLC, Rusty Haynes, CEO

- A list of teachers and students to talk to about you
- A paragraph on your goals.
- Anything else that you feel is important.

Request for Teacher Recommendation

Date of request _____

Dear Mr. /Ms. _____,

This is a request for a recommendation for: _____
(student name)

Please give a copy of my letter to Mr. Haynes by _____

_____ **I waive my right to access this letter and it will be considered confidential.**

Signature _____ **Date** _____

Thank you very much!

Request for Teacher Recommendation

Date of request _____

Dear Mr. /Ms. _____,

This is a request for a recommendation for: _____
(student name)

Please give a copy of my letter to Mr. Haynes by _____

_____ **I waive my right to access this letter and it will be considered confidential.**

Signature _____ **Date** _____

Thank you very much!

Request for Teacher Recommendation

Date of request _____

Dear Mr. /Ms. _____,

This is a request for a recommendation for: _____
(student name)

Please give a copy of my letter to Mr. Haynes by _____

_____ **I waive my right to access this letter and it will be considered confidential.**

Signature _____ **Date** _____

Thank you very much!

Request for Teacher Recommendation

Date of request _____

Dear Mr. /Ms. _____,

This is a request for a recommendation for: _____
(student name)

Please give a copy of my letter to Mr. Haynes by _____

_____ **I waive my right to access this letter and it will be considered confidential.**

Signature _____ **Date** _____

Thank you very much!