



Teacher Letters of Recommendation

1. **Give Plenty of Notice** = Give at least two or three weeks (some teachers want a month notice); otherwise it is impossible for teachers to get the letters done.
2. **Be Organized**
 - Many teachers want folders like the ones you bring to your counseling appointment.
 - Enclose everything in an organized way.
 - If using Common Application: Please print only 1 copy and attach names of Common Application Colleges. Teachers will make photocopies.
 - Include addresses and stamped envelopes for each school. Some colleges prefer 9x12 manila envelopes. Check carefully.
 - Include writing samples or copies of the same essays you provide for your counselor.
 - Include your resume.
 - You may want to attach the “due date” form to the front of each folder and list the colleges and due dates in order that they are due for your teachers.
 - On the Teacher Recommendation Form, please fill in teacher information completely (ie. Name of school, telephone #, email address, school code: 052462 etc.) except signature.
3. **Be Respectful** = Make appointments to meet with your teachers; do not assume you can just ask them last minute.
4. **Write a Thank You Note** = A note just shows that you respect the amount of time that your teacher has given to writing your letter. (See Below)

Example Thank You Note:

Mr. / Ms. _____,

Thank you for writing a letter of recommendation for me. I realize how much time this takes and appreciate your willingness to help me with the college process. I will keep you posted on where I get accepted in the upcoming months and have enjoyed working with and learning from you over the past year. Thank you again.

Sincerely,

Your Name