

# B

## Teacher Letters of Recommendation

**1. Give Plenty of Notice** = Give at least one month 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.
- Include as many copies of the common applications as the teacher will need. Do not ask teachers to duplicate forms. **Fill out the forms, not only with your name, but with the teacher/school information as well.**
- Include addresses and stamped envelopes for each school
- 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. (See form G)

**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