



Letters of Recommendation Tips and Tools

It's that time of year to think about **WHO** you want to write your letter of recommendation for college. Below are some helpful steps and tools you can utilize during this process!

Who would be a good recommender?

Typically, your **Junior Year teacher** is a good choice to write your letter of recommendation as they recently taught and you took their class for one year. Colleges want to see letters of recommendation from **CORE** subjects such as **English, Math, Science, History, or an AP elective**. Think about which teachers know you the **BEST**, and which classes you put forth the most **EFFORT** in.

If you have an especially strong relationship with a **10th grade teacher** who is also your advisor, coach, or club leader, it is fine to ask a 10th grade teacher for one of your recommendations. Again, if they are in a good position to speak about your academic skills, growth, character traits, abilities, etc. then they may be a good fit.

What if I am applying to a STEM major?

If you are applying to a STEM (Science, Technology, Engineering, and Math) major, it is best to ask your **MATH/SCIENCE** teachers. The same goes for students applying to art or music schools - ask your photography, art, painting teacher to write your letter.

How many teachers should I ask?

Do not ask for more letters than you need. For example, if all of your private schools only require **ONE** teacher recommendation, do not ask two teachers to write you letters. Please note that the Common App requires a school counselor recommendation which is separate from the teacher recommendation (p.s also give ample time to your counselor to write your letter).

How do I ask for a letter of recommendation?

Confirm with your school if there is a particular process in asking for letters of recommendation. However, it is good practice to ask in **writing** or in **person** (with a teacher recommendation request form) with ample time (at least 4 months prior to the deadline). If a teacher agrees to write you a letter, send them a thank you email or note.

What if my teachers declines to write your letter?

Your teachers are not obligated to write you a letter if they don't feel they don't have adequate information about you or if they don't know you very well. Be realistic as many teachers will be asked to write multiple letters AND may very well have a limit as to how many they will write. Always give them adequate time and write them a thank you note!

What supporting materials should I provide to my recommender?

It is good practice to provide your recommender with any **supporting materials** such as a **resume** or a **brag sheet** in a timely manner. Providing them with as much information of who you are will allow them to write a really great letter!