

## **Letters Of Recommendation**

### Counselor Recommendations:

Counselors write a comprehensive letter of recommendation for each student. This descriptive letter is sent with the student's transcript to all schools to which he/she applies. These recommendations are developed through personal contact with the student, information gathered from the student and teacher input.

### Teacher Recommendations:

The student should first inquire whether a teacher is willing to write about him/her. This request should be put down in writing. A sample request letter is included in this booklet. Since most colleges request similar information, teachers generally write one letter of recommendation which they will duplicate as necessary. Guidance will mail this to every college which a student applies. Therefore, students should ask only one teacher within each department to write a recommendation. Teachers receive many requests, so students must see teachers early and submit forms, when needed, to them by December 1, at the very latest.

### Other letters of Recommendations:

It is often appropriate for a student to include letters of recommendation from an employer, coach or other advisor. These letters should be on letterhead whenever possible and addressed "To Whom It May Concern". These letters can also be kept on file in the Guidance Office and sent with the student's application packet.

Sending in too many letters of recommendation can work against a candidate. As a rule of thumb, do not have people send letters unless they know the student well enough to provide evidence of direct observations they have made. Guidance Counselors will be glad to advise students about the number of letters to send.