

## Letter of Recommendation Guidelines

Letters of Recommendation are a very important part of your private university and/or Scholarship application. They provide colleges and scholarship committees with information about you as a person, not just as a student. Your letter is a great place to talk about things that make you stand out among thousands of applicants.

When you ask a teacher, counselor or community member to write a letter for you, show them you appreciate their time and efforts by asking them in person or in writing. Please provide them plenty off lead time for this letter; at least two weeks.

Provide the letter writer with plenty of background information about yourself so they may write a detailed, quality letter for you through a personal resume or the personal resume form.

Please include the names of teachers who know you well so they can inquire about your characteristics with other staff members.

Your resume will include- Your transcript will help you answer questions below:

- Letter Due Date
- Weighted High School GPA
- Class Rank
- AP/Honors courses taken
- Test Scores ACT/SAT
- Awards
- What major or field do plan to study in college?
- List of extracurricular activities/duration (how long you participated)/leadership role
- Community Service/Volunteer/Paid work experience
- Travel abroad/unusual experiences/foreign exchange
- What makes you unique?

You can use our [Resume Form](#) if you'd like a template for a different way to get your information to your letter writer. Remember to give as much time to your letter writer as you can, at least 2 weeks.

Remember, they want to know *who you uniquely are*, along with academic, extracurricular, and assessment information that shows your eligibility to apply.