

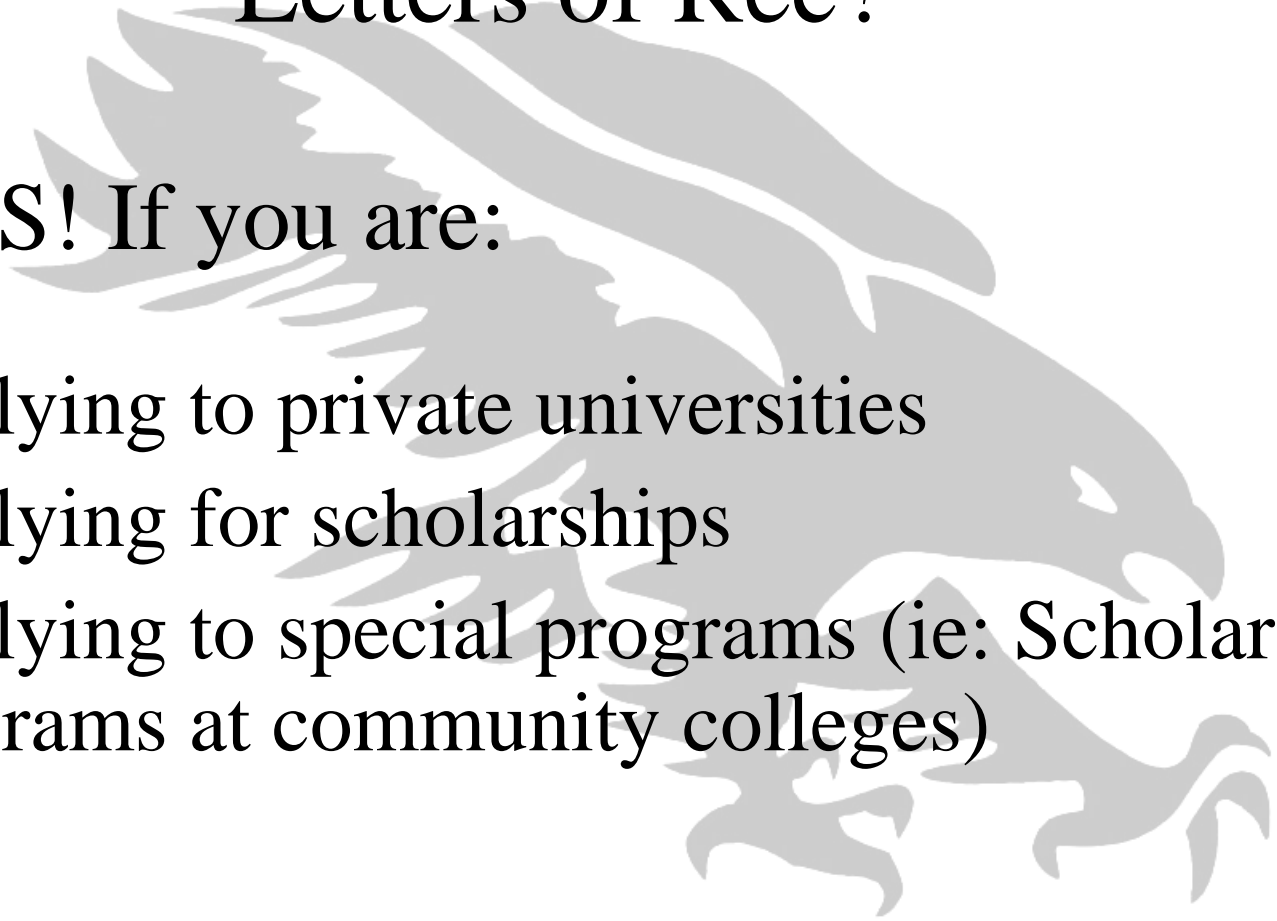
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Letters of Recommendation

Do YOU need to worry about Letters of Rec?

YES! If you are:


- Applying to private universities
- Applying for scholarships
- Applying to special programs (ie: Scholars programs at community colleges)



WHO should write my Letters of Rec?

Requirements vary! IN GENERAL:

- For universities
 - 2-3 letters
 - Core subject teachers & counselor
 - 11th or 12th grade teachers
- For all Common App Schools
 - You **MUST** request a letter from your counselor
- For scholarships & special programs
 - Research their individual requirements



Each is
Unique so
Do Your
Research!



PROTOCOL

Submitting Requests

- Find out what each writer needs from you.
- Follow all directions & include everything!
- Submit completed request packet 3 weeks in advance of due date, not including vacation.
- REMEMBER! Common App applications always require a counselor recommendation unless otherwise noted on an individual school's site.
- Letter of Recommendation Request packets available in Counseling Office

Survival Tips



- **BE ORGANIZED**
 - Make a table of requirements
 - Check off items as they're submitted
 - Organize your request packets neatly
 - Keep copies of everything

Survival Tips



- **BE RESPONSIBLE**
 - Turn in **complete** Request Packets
 - Give thorough information
 - Best to type responses to questions
 - Meet **ALL** deadlines

Survival Tips



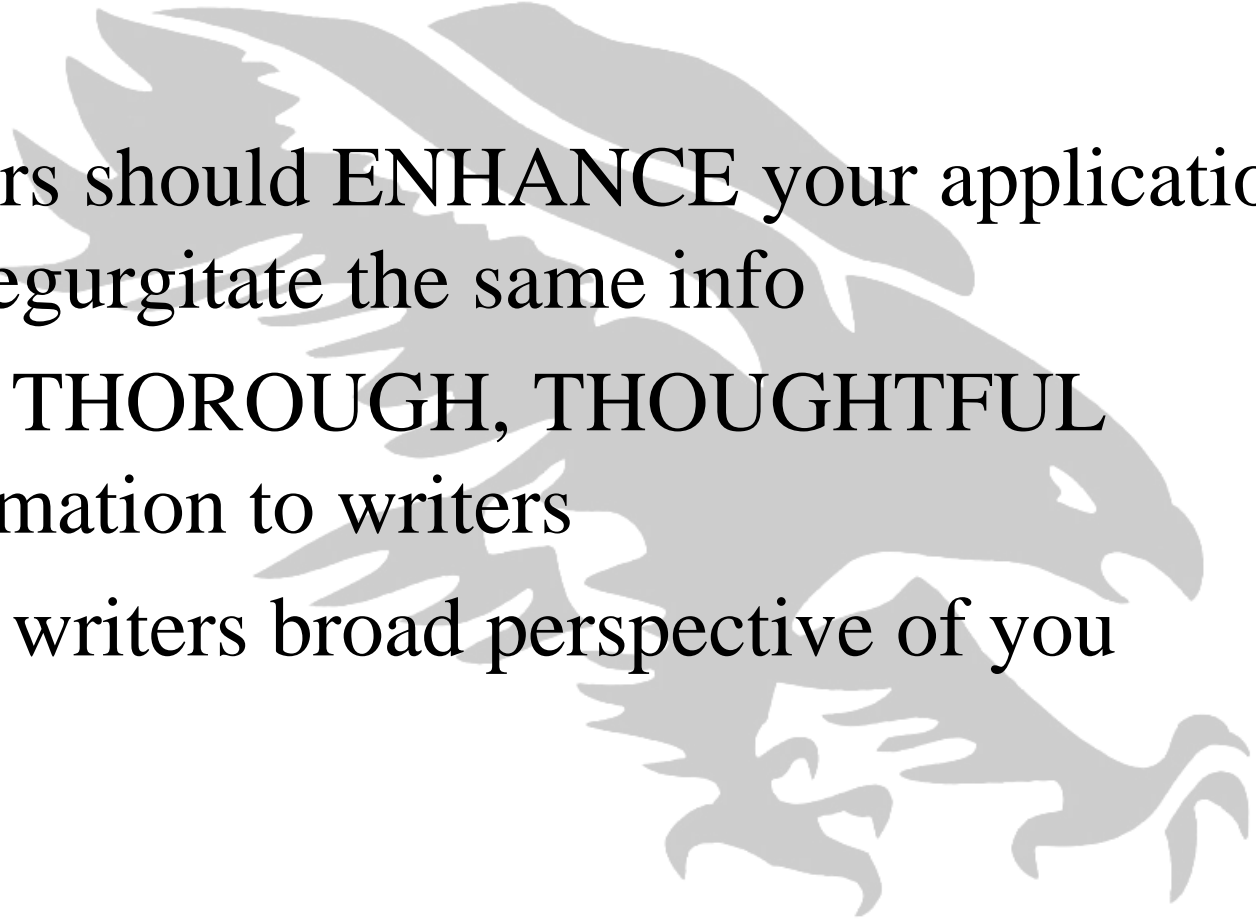
- **BE THOUGHTFUL**
 - Writers spend several hours filling out forms, reading your information, and writing your letters.
 - Formally thank your writers, and let them know your final college plans.



STRATEGY

Letters of Rec Matter!

- Letters should ENHANCE your application, not regurgitate the same info
- Give THOROUGH, THOUGHTFUL information to writers
- Give writers broad perspective of you





NUTS & BOLTS
Recommendation
Request Packet

RESUME

- School activities
- Community activities
- Leadership experience
- Honors and awards
- Be specific
- Give dates



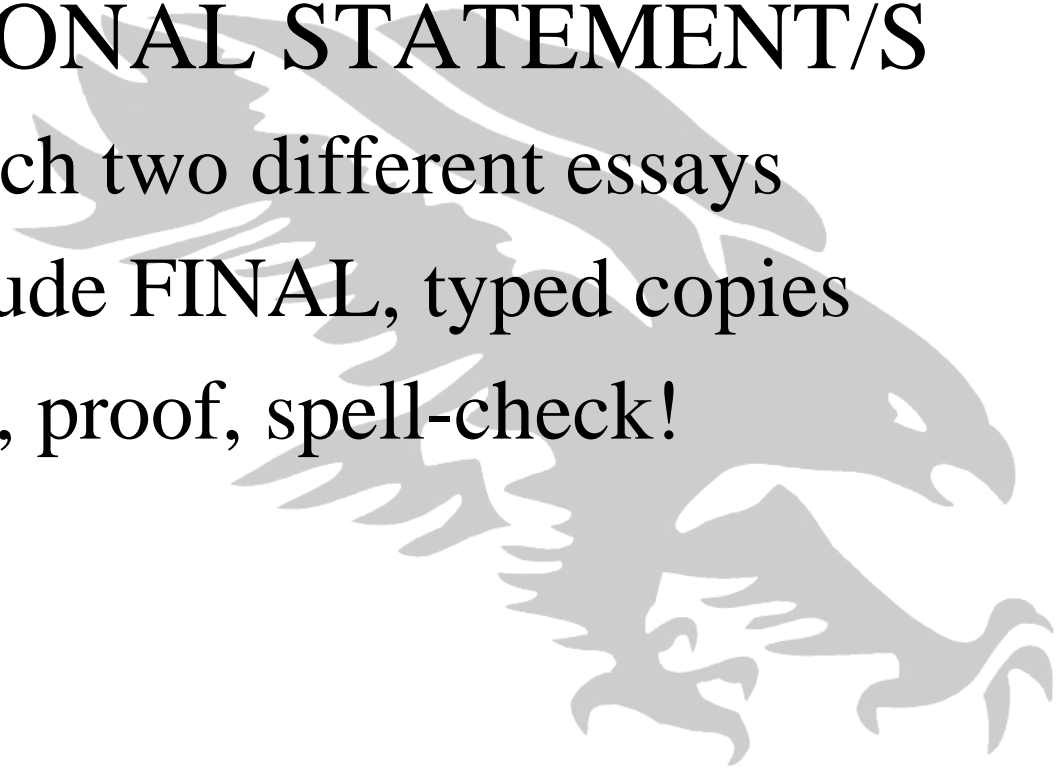
BRAG SHEET



- Respond **THOUGHTFULLY**
- Give **THOROUGH** responses
- Don't regurgitate what's on your transcript or in your essays
- Broaden the writer's perspective of you

PERSONAL STATEMENT/S

- Attach two different essays
- Include FINAL, typed copies
- Edit, proof, spell-check!

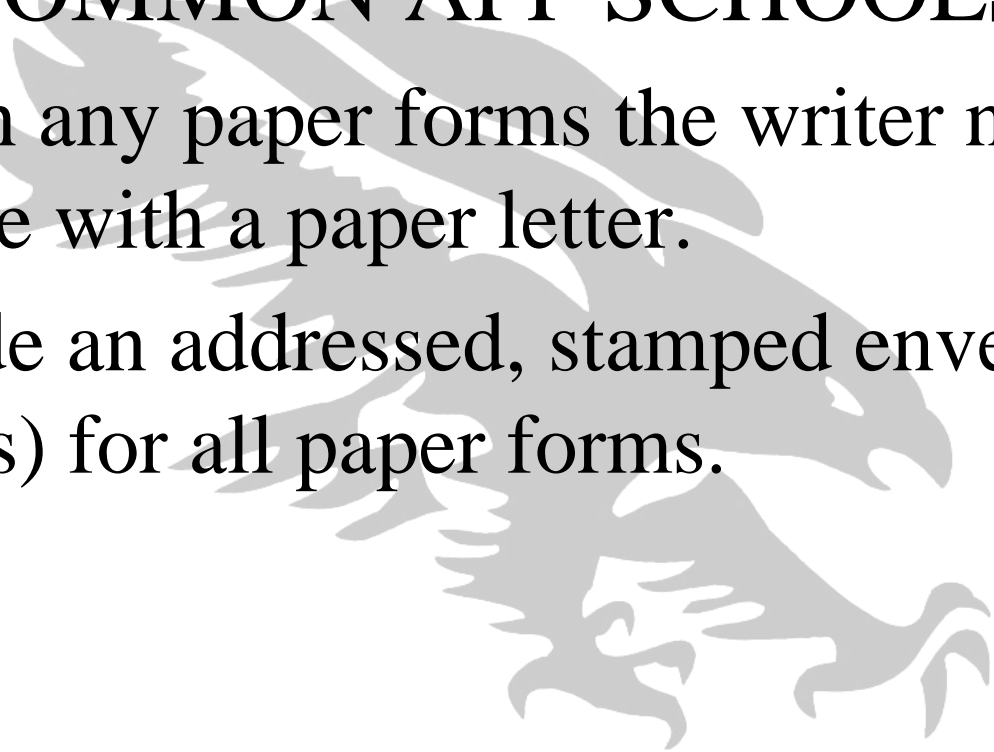


COMPLETE COLLEGE TABLE

- Fill in required info: Name, ID, Email address, Possible majors, Career goals
- List each school requesting a letter of rec
- Include all due dates
- Check whether the school is a Common App School, or a Non-Common App School

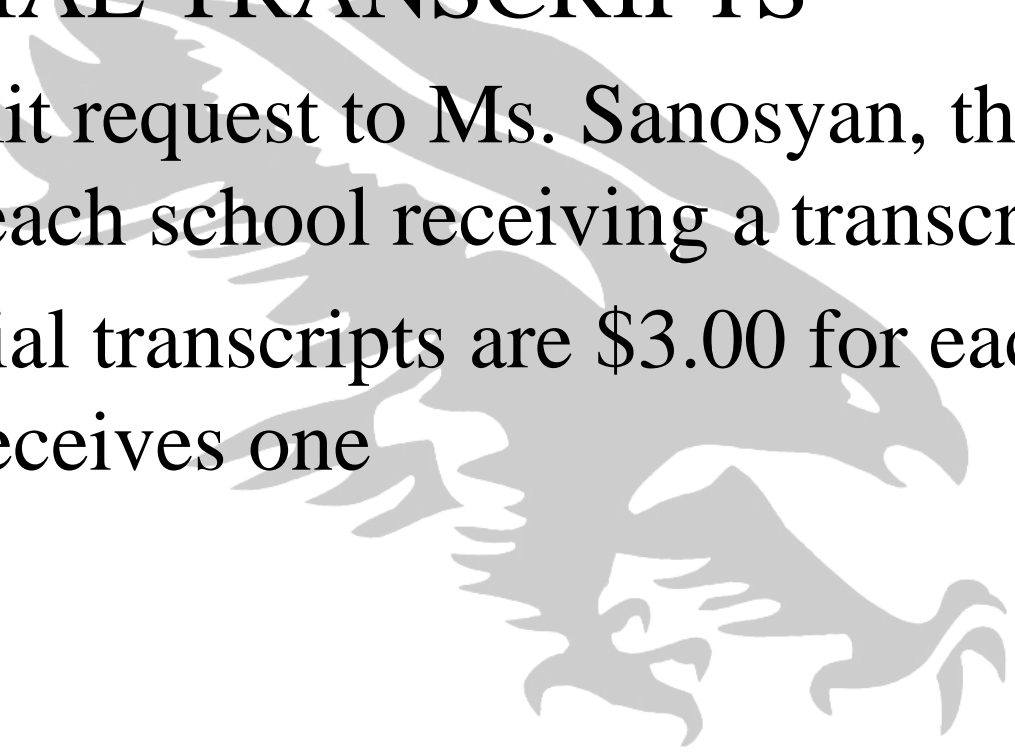
NON-COMMON APP SCHOOLS

- Attach any paper forms the writer needs to include with a paper letter.
- Include an addressed, stamped envelope (2 stamps) for all paper forms.



OFFICIAL TRANSCRIPTS

- Submit request to Ms. Sanosyan, the registrar, with each school receiving a transcript listed
- Official transcripts are \$3.00 for each school that receives one



ONLINE APPLICATIONS

- For applications being submitted online, go to the website and submit the information of those writing your letters of recommendation
- Common App – www.commonapp.org
- For other schools, search the application website online

CVHS Counselors

- Mrs. Evans → **G, H, J & L**
- Mrs. Hairapetian → **I, K & S**
- Mrs. Makijan → **C-F, T, U & Z**
 - **Sub: Mr. VanBremen → Mon-Thurs 7:30-11:30**
- Ms. Mendez → **A & N-R**
- Ms. Widaman → **B, M, & V-Y**



Questions?