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ASKING FOR LETTERS OF RECOMMENDATION

College admissions applications usually require just two or three letters of recommendation. Ask people who know your strengths to write your letters of recommendation.

Teachers and counselors are usually the best choices. Employer or community leaders can also be good options if they know you well and can emphasize your best qualities and achievements. Ask for recommendations early so there is enough time to get them in comfortably before the deadline. It's considerate and smart—waiting until the last minute may not give your recommenders enough time to do you justice and will cause you both unnecessary stress.

Here are some other tips for requesting recommendations:

- ▶ Give your recommender a deadline, allowing him or her at least two weeks to complete the letter.
- ▶ Provide the recommender with a stamped envelope addressed to the school.
- ▶ Offer a list of your activities and awards to help the writing process.
- ▶ Send thank you notes to everyone who provided a recommendation along with updates on your college plans.

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