

# How to request a **LETTER OF RECOMMENDATION**

1

**FILL OUT A GREEN SHEET\*:** Pick up a Green Sheet in the College and Career Center (NT 069). Fill out completely then MAKE COPIES and keep the original. Give the copies to all teacher from whom you are requesting letters. *\* The form can be printed from the College & Career Center website.*

2

**PLAN AHEAD:** The teachers writing your letters need advanced notice! Some will require 2 -weeks while others require 6-weeks. **The time frame is up to the individual teacher.** Get your Green Sheets and other materials (listed below) to your teachers well in advance of the date you need the letters.

3

**BE SPECIFIC:** Write the date you need the recommendation in large letters at the top of the Green Sheet. Let the teacher know if they need to print the letter on school letterhead, send it to you electronically, or fill out an online form that will be sent to their email, etc. If they need to send the letter directly, provide a stamped envelop with the address.

4

**ATTACH YOUR RESUME:** When you hand your Green Sheet to your teachers, attach your resume and any other relevant information that will help them write your letter.

5

**FOLLOW ALL INSTRUCTIONS:** Submit requested letters of recommendation with your applications **before** the deadlines.