



# Everything about: LETTERS OF RECOMMENDATION

By Yousif Bahnam, Jacob Rainwater, Dan Vo, and Alex Wesserling

## WHEN?

- 1 month
- End of junior year
- September or October
- November or December

## WHO?

- Whoever knows you best
- Whoever sees your best qualities
- Do NOT ask someone "important"
- Whoever is always around you, like your teachers

## HOW?

- Compose an email
- It should contain:
  - Request
  - Deadline
  - Info such as resume and academic achievements

## NECESSARY FOR:

- Meeting requirements when applying to certain schools
- Increase your chance to apply to the school you want
- If you need additional support when seeking a job

## FOLLOWUP?

**YES!**

- Letter or email
- Thank the writer
- Not overly lengthy
- Keep the writer informed on your progress

4th hour