

## Tips for recommendations:

### **Choosing a recommender – who should I ask?**

Make sure that you read the directions carefully – sometimes it will specify a certain subject teacher or someone who has known you for over a year.

Think of people who can share personal experience of having you in their classroom, working with you on a project, coaching you, serving as your advisor on a team, or even volunteering with you.

### **You should request recommendations as early as possible – now.**

When you ask someone, you should provide them with a file folder that includes:

- 1) a description of the program or school to which you are applying
- 2) a **form** if there is one they have to use for the reference
- 3) a list of your activities or **copy of your activity sheet** , and your SERV records.
- 4) a note that states anything you would like for them to emphasize (this may differ for different people so that your recommendations compliment each other)
- 5) a white **business size envelope** (#10 envelope) –on the front type or print neatly  
Reference for ---your name

On the outside of the folder, put your **name on the tab**.

On the front of the folder, write the **DATE YOU NEED** the recommendation (I would suggest that you ask for it a few days before it is due to us...)

*Offer to come by and pick up the recommendation or it can be given to Mrs. Bower.  
Ask what they prefer.*

It is **YOUR job** to follow up that the recommendation has been delivered on time.

For outside references (non APA), you may need to go by the person's home or office to pick up.

*After the recommendation is done...*

ALWAYS follow up with a **handwritten “thank you note”** to the person providing the reference. This is a courtesy to show them that you appreciate their time and effort to help you reach your goals. *References take time – they are a “gift” to you and should be treated as such.*

If you need help with the thank you note or ANY of this, Mrs. Moyer is happy to help you. Ask!

It is okay to call me at home: 747-8491. If you miss me during the day, leave a note and let me know where you will be – I will come and find you when I am free. I am HAPPY to help you.

### **Application tips:**

Begin your application EARLY so you can get help if you need it.

Run a Xerox copy to use as your working copy before you write on the application.

Mrs. Moyer or Mrs. Bower are happy to look over your essay if you get it done early.

### **Neatness counts!**

## **Which person do I ask? Some helpful hints:**

Mrs. Bower is your Guidance Counselor – when that question is asked, it is her.

Mrs. Moye is your Advisor.

See either of them for anything, but for “faster service”, here are some guidelines:

**SEE Mrs. Bower for:**

1. SAT and ACT sign up questions. Test Advice.
2. Transcript issues. She is the official registrar for our school.
3. \*\*\*Counselor forms – very important! If you are applying online, this may be a part that you *print out and bring to her*.... She will fill in the numerical data and then pass on to Mrs. Moye for the narrative part of the form.
4. If you using a paper application, this will part that you tear off and bring to her.
5. GPA questions.
6. Proofreading, questions about applications, etc.

**SEE Mrs. Moye for:**

1. Activity sheets and SERV forms.
2. Advice about where to apply, confusion about decisions.
3. Help deciding on recommendations. Writing thank you notes.
4. Brainstorming and ideas on what to write for essays – don’t wait until last minute! It often takes 3 or 4 revisions to get it right... and you want it right...
5. Proofreading, questions about applications, etc.

We are BOTH here to help you and will try to respond to you quickly. Mrs. Bower is usually here early... Mrs. Moye is usually here late. We work closely together and will do our best to help you submit a great application!

\*\*\*\*\* sample thank you note, handwritten, on stationary\*\*\*\*\*

This is an “idea” – you make it personal from YOU

Dear Mrs. Jones,

Thank you for your time writing my recommendations for ECU and UNC-Charlotte. I know that you are busy, and I appreciate your effort to help me with this part of my applications.

I have enjoyed having you as a History teacher and I am sure that all you have taught me will be useful to me in my college coursework. It has also been interesting serving on the Honor Council and I appreciate your time as advisor for our group.

I will keep you posted on my admission status. Thanks for your time.

Sincerely,

Joe Smith