**AS钵ING FOR REFERENCES FOR SCHOLARSHIPS**

**CULTIVATE ACADEMIC RELATIONSHIPS**

What does this mean?
- Actively participate in class.
- Speak with teachers during office hours.
- Demonstrate to your teachers that you are a professional student.

**CONSIDER WHO TO ASK**

Does this teacher know my strengths and experiences within the classroom?
- Have I always acted professionally and ethically in this teacher’s course?
- Can this teacher comment on my academic development?
- Have I done well in this teacher’s course?

**GIVE THE WRITER PLENTY OF TIME**

You want your recommendations to be well-considered. This cannot be done two days before your application is due.
- Ask approximately **one month** before your recommendation is needed.

**PREPARE INFORMATION FOR YOUR REFERENCES**

The best references are the most specific to you and the position you are applying for. Include:
- Information about the opportunity for which you’re applying
- Why it’s important to you
- Your activities and qualifications for the position
- A detailed explanation of how and when to submit the recommendation

**SEND AN EMAIL**

Sometimes it can be difficult to ask in person, so you can send an email. **BUT**, make sure to keep it short and to the point.
Refresh her/his memory: Think of a positive interaction you had. Tell her/him which semester and class you were in.

Explain why you are asking her/him: Be specific. What skill, strength or experience can that teacher speak to?

Offer to meet with her/him to discuss details: Offer to meet with your teacher during office hours to discuss your request. This is when you could give your teacher your additional information you’ve prepared.

Make sure you THANK HER/HIM!!: Not only should you thank your teacher for considering your request, you should also thank her/him after it’s written. Handwritten thank-you’s are always appreciated.

Give your teacher a way out: You are asking for a strong recommendation, so if this teacher can’t provide it, you need to know. Do not ask, can you write me a recommendation letter? The answer is yes, but you want more than that: Would you be able to write me a strong letter of recommendation for my [scholarship] applications?

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Dear Mr. Snape,

My name is Sarah Scheufele, and I took your Potions class my first year at Hogwarts. I frequently attended your office hours, as your class was challenging but enjoyable. I also enjoyed participating in the ethical discussions you proposed in class and felt they challenged my critical thinking skills.

I am currently in the process of applying for LLCC Foundation scholarships, and I am gathering letters of recommendation. Because I felt I grew as a student in your class and demonstrated my ability to engage in academic discussions, I chose to ask you. I hoped you could speak to my willingness and excitement about learning.

Would you be able to write a strong recommendation letter for my scholarship application? They are due March 1, 2021. I would be able to meet with you at your convenience if that would be helpful. I would also provide my personal statement, resume, and other materials you’d find beneficial.

Thank you for taking the time to consider my request,

Sarah Scheufele
(217)786-4618

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Be prepared for your teacher to decline. It’s ok. It might mean s/he is too busy to write a well-written recommendation; it might mean your teacher doesn’t feel like s/he can write a strong recommendation for you. You want your recommendations to be as strong as possible, so it’s better to know now that s/he wouldn’t be the best choice.