



Steps to Great Letters of Recommendation

1. **Be prepared.** Have the materials prepared for delivery so after your teacher agrees to write your recommendation, you can hand them your information.
2. **Give a deadline.** Provide a list of the schools you are applying to and due dates.
3. **Be early.** Give your teachers all the necessary materials well before the due dates.
4. **Say thanks!** Include a thank-you note with the information for your teacher. Writing a good recommendation letter takes time, and nothing energizes a teacher like gratitude!

From "7 steps to great letters of rec", James M. Chesbro

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