

When deciding which teachers to ask:

- Think about ALL high school teachers/classes though junior year teachers are preferred
- Look for your best performances, not necessarily your best grades:
 - In which classes did I participate? Interact with the teacher more? Improve through the year?
 - Do I have a high interest in the subject matter that my teacher is aware of?
- Which teachers have positive, unique things to say about me?
- If you need several letters, try to show a range of subjects/relationships with teachers if possible.
- Is there anyone who has been both your teacher and an advisor in another role? Is it appropriate to ask someone who was just an advisor, not your teacher?

When approaching your teacher to ask for a recommendation:

- Have “Teacher Recommendation Request Form” ready
- Ask if you can meet with your teacher about a letter of rec and find a time that is convenient for them
- During meeting, let teacher know why you chose them (teaching style, connection with subject, performance in class, connection with teacher, etc.)
- Give “Teacher Recommendation Request Form” and go over highlights or specific points you would like the letter to address
 - Important areas to point out: examples of learning and contributing, take-aways from class, relatability of content to your life/career ideas
- Discuss a deadline with the teacher
 - Give them at least 2 weeks to write, if not a month
 - Do not set the deadline the day of or the day before it’s due - leave plenty of wiggle room in case something comes up

Examples:

I have found your class to be helpful in teaching me:

History → the importance of communication and mutual understanding in achieving goals.

Science → how having an understanding of the details of a situation is crucial to understanding the big picture.

English → to look beyond the surface and dig deeper.

Spanish → an appreciation of cultures that are unlike mine.

Math → that there is not always one right way to reach a solution.