

Requesting a Letter of Recommendation

1. **Ask Your Instructor in Person**
It takes time and care for a faculty member to write a good letter of recommendation. Show them you also care by asking them nicely, politely and in person if possible. Do not send a quick, poorly written email in all lower-case letters.
2. **Ask Well Before the Deadline**
Faculty have many responsibilities and are very busy. You should ask for the letter well in advance of the due date, at least one month in advance is recommended. If this is a popular instructor many other students are also going to be asking for a letter of recommendation! Don't forget to tell the professor the due date of the letter.
3. **Make Your Instructor's Job Easy**
Complete as much information as you can. If it is a form that needs information completed, fill in what you can. At MCC you can find the instructor's proper name, title, email, and telephone number in addition to his or her academic department online in MCC's college directory. Often the letter is submitted online, however if the recommendation needs to be mailed, provide the instructor with a stamped, addressed envelope.
4. **Help Your Instructor Out**
Remember you are one of many students this instructor interacts with, and they may know little about you beyond your academic abilities. The more information you provide, the better letter you'll get. You may want to provide some or all of the following:
 - a. A copy of your resume
 - b. Recognitions received including honors & awards
 - c. Copies of your admissions essays
 - d. Anything that makes you unique
 - e. A quick biographical sketch of yourself
 - f. Extracurricular activities including volunteer or service activities
 - g. Specific information you would like included in the letter
 - h. Information about the program to which you're applying
 - i. Relevant work experience or internships
 - j. Classes you have taken with the letter writer and grades you earned
5. **Waive Your Rights**
Most letter of recommendation requests give you the choice of whether to waive your rights or not to see the letter. Waiving your rights allows more freedom and creativity on the writer's part and chances are the readers will give the letter more weight. If you fear that someone will not write you good letter then you probably should ask someone else.
6. **Remind Your Instructor of any Deadlines**
Don't forget to follow up with the faculty member or the person you requested to write the letter. Faculty have a lot on their plates. Provide them a polite reminder of the due date.
7. **Thank them.**
Thank anyone who provided you a letter of recommendation. You never know when you may be asking again (ex. perhaps for graduate school in the future). Send them a thank you note or card.
8. **Keep them informed.** Follow up with them once you know the decision. They want to know whether you were accepted and what your final choice is for transfer!