



GET AN A+ LETTER OF RECOMMENDATION

A key part of your college applications are the letters of recommendation from trusted individuals who can speak to your character, work ethic and intangibles. They give insight beyond your grades and test scores and can make a big difference when it comes time for a school to make their decision. Here are our best tips for getting a winning letter of recommendation.

RESEARCH DEADLINES AND REQUIREMENTS. Each college is different, so the first step is to find out what kind of recommendations your colleges of interest require (teacher and school counselor, for example) and when they are due.

START EARLY. Start preparing at the end of your junior year; some teachers prefer to work on letters during the summer. A request should include at least one month of lead time.

CHOOSE WISELY. Make sure the person knows about your technical, academic skills as well as your character: work ethic, leadership, challenges faced and perseverance.

ASK IN PERSON. Asking for a letter in person shows respect — don't rely on an email or text.

EMAIL THE LOGISTICS. After your in-person request, email logistics: deadlines, a link to the Common Application Recommender System and an overview of your accomplishments.

CONFIRM SUBMISSION. Two weeks prior to the deadline, check the Common Application or school application portal to confirm that the letter was properly submitted. If not, a gentle reminder email is acceptable.

SAY "THANK YOU." Once the letter has been submitted, thank the recommender in person or by sending a handwritten note or email.

For more tips on the college admission process, visit us at:

bentley.edu/admission-tips