

LETTERS OF RECOMMENDATION

Here are a few tips when asking someone to write a recommendation on your behalf. Generally, you'll want to choose someone (teacher, coach, and/or club sponsor) who knows you well, has a positive opinion of you, and can highlight your strengths.

- **WHO:** Choose recommenders who know you well and are likely to write a strong recommendation for you.
- **PROVIDE:** Give the recommender your unofficial transcript, completed questionnaire and your academic resume. The more information you can provide, the stronger the recommendation will be.
- **DUE DATES:** Give your recommender at least TWO WEEKS to compile a letter. Agree upon a due date and mark your calendar to set reminders and follow up with your recommender.
- **APPROACH:** Be sure to *ASK* if a letter can be written, say PLEASE and THANK YOU. Teachers, counselors, coaches, etc. all have the right to decline your request.
- **AFTER:** Once your letter is written, don't forget to thank your recommender for the letter they provided. **Make sure you obtain a PDF of the letter.**

If you have questions or need assistance, please contact:

Ms. Moreno

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EDUCATION	
Lee's Summit North High School	Class of
ACADEMIC ACTIVITIES	
Honors & Awards	
Extracurricular Activities	
Athletics	
Leadership	
WORK EXPERIENCE	
VOLUNTEER EXPERIENCE	

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Student Questionnaire

-What is your favorite quote and why?

-Career goals: What do you want to be- why? What led you to this career choice?

-Community service/Volunteer work: What experiences can you share? How has it shaped you? *Provide at least 2 examples*

-What is something unique that most people wouldn't know about you?

-What is leadership to you? What leadership roles have you had? Have you organized projects, helped lead a group? What special memories can you share from being a part of a team, club or group?

-What are six words that describe you?

-If you are an IB Diploma Candidate, what was your chosen topic for your extended essay and why?

-Include anything else you want to share about yourself