

## **Asking for Letters of Recommendation**

Many colleges and universities require letters of recommendation along with your application for admission. These letters are an important way for admissions officials to gain insight into your personal strengths, weaknesses, and accomplishments.

When asking for a letter of recommendation, consider the following tips:

Ask for letters at least 8 weeks before the application deadline, and remind letter-writers 2-3 weeks prior to the deadline.

Be courteous and polite when requesting letters of recommendation. Remember that you are asking the person to do something extra on top of their usual workload.

Ask the person if he or she is able to write a strong letter for you; a weak letter will hurt your chances of admission. If someone doesn't know you well enough to advocate for your admission, you should find someone else who can write a strong letter on your behalf.

Provide all necessary information, forms, addresses, envelopes and postage to complete and submit the letter of recommendation. And, make sure you follow the directions on how to send them in and when.

This article is provided by the College Foundation of North Carolina, helping you plan, apply and pay for college. Visit our website at [CFNC.org](http://CFNC.org) or call toll-free 1-866-866-CFNC.

###

© 2008 Pathways, College Foundation, Inc., and State Education Assistance Authority (CFNC)

You are hereby granted a nonexclusive, revocable license to use and reproduce this publication for noncommercial purposes. Wherever the text from this publication is used or reproduced, the following copyright statement must appear: "© 2008 Pathways, College Foundation, Inc., and State Education Assistance Authority (CFNC)."