

HOW TO HELP YOUR TEACHER WRITE A BETTER RECOMMENDATION FOR YOU

- Choose very carefully when you ask a teacher for a personal recommendation. That person will only write a strong recommendation if you have truly been a hard-working student to him or her.

- Ask for recommendations immediately, so that your teacher has plenty of time. Provide him or her with the scholarship deadlines and ask that your letter of recommendation be ready a few days or more in advance.

- Provide your teacher with a personal résumé. Remember, your teacher knows you through his or her class, but often doesn't know much about your other interests, accomplishment, or circumstances. The more your recommendation conveys about you as a person, the more your scholarship application will stand out from the rest.

- Provide your teacher with the names of the scholarships to which you're applying, as well as any information he or she can use to individualize your recommendation to these scholarships. For example, if the scholarship is for students planning to major in law, your teacher should be informed of your specific goals and interests in the legal field.

- Likewise, it can also be helpful to inform your teacher of any particular circumstances that make it difficult for you to attend college. Your application and recommendation(s) are the only sources of this information to scholarship donors, and in some cases, knowledge of your specific financial need can be instrumental.

See the sample résumé on the next page. Yours need not be this formal, however, it should be easy to read and understand.