

Tips on asking for a letter of recommendation

Things to remember when asking for a letter of recommendation:

Faculty at Century College should be familiar with the Century College Foundation Scholarships, and quite likely you are not the first person to ask for a letter of recommendation.

Template on how to request a letter of recommendation from a previous/ current professor over email:

Dear Professor **(insert name)**,

My name is **(insert name)** and you (were or are) my professor for **(insert class)**. I am applying for a Century College Foundation Scholarship and need a letter of recommendation. I thought to ask you because **(Insert reason)**. I am applying for this scholarship because **(insert reason)**. The scholarship deadline is April 1st, so I would need this letter of recommendation before that.

Please let me know if you are willing to write me a letter of recommendation by the deadline. If you would like to meet with me to talk, I would love to set up a time to meet.

Thank you,

(Insert name).

Template on how to request a letter of recommendation from a community member, employer, or administrator over email:

Dear **(insert name)**,

I am reaching out because I am applying for a Century College Foundation Scholarship and need a letter of recommendation. I thought to ask you because **(insert reason)**. I am applying for this scholarship because **(insert reason)**. The scholarship deadline is April 1st, so I would need this letter of recommendation before that.

Please let me know if you are willing to write me a letter of recommendation by the deadline. If you would like to meet with me to talk about this further, I would love to set up a time to meet.

Thank you,

(Insert name).

Tips on how to request a letter of recommendation in person:

- Ask them if they have a couple minutes to talk, if they say no ask if you can set up a time to meet.
- Remind them who you are if you think they might be unsure.
- Tell them you need a letter of recommendation because you are applying for a scholarship.
- Have print out of scholarship description with your name at the top, and when the application is due. Then make sure they can get it done in time.
- When talking to them, explain why you are applying for this scholarship. This might include financial need, desire to take financial pressure off of family, help lower financial burden to parents, to prove something, etc.
- **If they say no, it is okay! Have a backup person in mind.**

PLEASE ASK FOR A LETTER OF RECOMMENDATION BEFORE SPRING BREAK OR BY MARCH 11TH. YOU WANT TO MAKE SURE THEY HAVE TIME TO WRITE YOUR LETTER.

