

THINGS TO CONSIDER

When Asking for a Letter of Recommendation

When requesting a letter of recommendation, preparation and clarity are key. The goal is to help your recommender write a strong, specific, and positive letter that reflects your **attitude, merit, engagement, and character**.

1. Choose the Right Person

Select someone who knows you well enough to speak personally about your performance and growth. Ideal recommenders include teachers, supervisors, or mentors who have observed your work directly.

Ask yourself: Has this person seen me demonstrate my engagement, reliability, and initiative?

2. Give Them Context and Time

Ask at least two to three weeks in advance. Explain what the recommendation is for and why you value their perspective. Provide deadlines, submission instructions, and helpful background (résumé, transcript, or essay).

3. Highlight Key Talking Points

Encourage your recommender to mention specific qualities that reflect your strengths. Use the following as a guide:

| TRAIT | HOW THEY CAN ADDRESS IT | EXAMPLES OR PROMPTS |
|------------|---|---|
| Attitude | Describe your positivity, teamwork, and reliability | “Shows consistent willingness to help others and accept feedback positively.” |
| Merit | Show evidence of academic excellence or skill mastery | “Consistently exceeds expectations and demonstrates strong work ethic.” |
| Engagement | Highlight active participation and initiative. | “Demonstrated strong engagement through leadership or volunteering.” |
| Character | Illustrate integrity, honesty, and responsibility. | “Dependable, ethical, and respected by peers and mentors” |

4. Be Professional and Grateful

Ask politely and make the process as easy as possible. Use a tone that is respectful and appreciative. Always thank them after they agree and again once the letter is submitted. A thank-you note or update about your results is a thoughtful touch.

5. Follow Up (Respectfully)

Send a gentle reminder about a week before the deadline if necessary. Once submitted, follow up with gratitude and share the outcome (e.g., “I received the scholarship—thank you for your support!”).



Scan to learn more
about the ABC of WI
Scholarship



BuildYourCareerWI.org

 **Wisconsin**
Apprenticeship
Associated Builders and Contractors

