**DO YOU NEED A RECOMMENDATION LETTER?**

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**\*\*\*Complete your** [**Brag Sheet**](https://drive.google.com/file/d/1pRWIrhfdizCSoRu96UBQRZFqa8TxXr49/view?usp=sharing) **or** [**Resume**](https://www.livecareer.com/resume/builder)

**TIPS**

*The information you share will help the person*

*write a strong letter on your behalf.*

1. Ask a teacher, counselor, mentor, or a family friend to write you a letter. This request should be made in person and you will need to have your brag sheet or resume on hand to share if the person agrees to write you a letter.

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2. Be courteous by giving the person a two-week notice.

3. Use the Brag Sheet or your Resume to collect your thoughts and provide detailed information about yourself.

4. Provide a copy of the information the college,

Scholarship or employer is requesting.

5. If the letter needs to be mailed directly by the

person who is writing the letter, provide an addressed,

stamped envelope.

6. Make sure to follow up with a thank you note or an email expressing your appreciation for their time in writing you a letter of recommendation.