



## Recommendation Checklist

1. Choose the teachers that teach within the path that you are heading towards.
  - a. STEM: Math, Science, Computer Science
2. Choose Junior year teachers because they know you the best.
3. Have a resume to hand them with a cover sheet.
4. Cover sheet should include:
  - a. Your name
  - b. Courses you took from your teacher
  - c. When you took their course and the grade
  - d. Scholarship name and due date
5. The actual description of the scholarship information that the teacher needs to fill out.
6. An addressed envelope with a stamp.
  - a. When addressing the envelope use the name of the teacher and the schools address.
7. If the scholarship requires an email address for an electronic submission: Ask for the email address that they would like you to use.
8. Send a handwritten thank you note.
9. Follow up with a 2nd thank you note and a picture of you with the notification of the award.

\*Ask about our Ultimate Student Programs when you book your free consultation.  
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