

# LETTERS OF RECOMMENDATION GUIDE

Letters of recommendation are an important part of your ROTC or service academy application, offering insight into your character, leadership, and potential. This guide will help you navigate the process of requesting and managing your recommendation letters effectively.

## 1. CHOOSING THE RIGHT RECOMMENDERS

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Your recommenders should be individuals who know you well and can provide detailed insights into your strengths and achievements.

### Ideal Recommenders Include:

- Teachers who can speak to your academic abilities and work ethic.
- Coaches or extracurricular advisors who can highlight your leadership and teamwork.
- Community leaders or mentors who can emphasize your commitment to service and character.

### What to Consider:

- Choose people who will take the time to write a strong, personalized letter.
- Select individuals who can provide examples of your leadership, resilience, and growth.

## 2. PREPARING YOUR RECOMMENDERS

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Help your recommenders write effective letters by providing them with the tools and information they need.

### What to Share with Recommenders:

- **Your Goals:** Briefly explain why you're applying to an ROTC program or service academy.
- **Your Achievements:** Share a summary of your academic, leadership, and extracurricular accomplishments.
- **Relevant Details:** Provide specific instructions, deadlines, and submission processes for the recommendation letter.

### Optional: Provide a Resume or Summary

- Include a one-page summary of your key achievements and experiences to make it easier for your recommender to include specific details in the letter.

## 3. HOW TO REQUEST A LETTER

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### Step 1: Ask Early

- Give your recommenders ample time—at least 4-6 weeks—to write the letter.

### Step 2: Be Polite and Clear

Example Request:

Dear [Recommender's Name],

I hope this message finds you well. I am currently applying to [ROTC Program/Service Academy Name] and need a letter of recommendation to complete my application. Given your knowledge of my [specific strengths/relationship], I believe you could provide meaningful insight into my qualifications. I am happy to provide details about the application and my goals. The letter is due by [date], and I would be incredibly grateful for your support. Please let me know if this is something you are able to assist with. Thank you!

### Step 3: Follow Up

- Send a polite reminder as the deadline approaches.
- Offer additional information or answer any questions they might have.

## 4. SUBMITTING THE LETTER

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Confirm the method of submission for each application:

- **Online Portals:** Provide links or instructions to upload the letter directly.
- **Email:** Ensure the letter is sent to the correct email address, if applicable.



- **Mailed Letters:** Provide pre-addressed and stamped envelopes if the letter needs to be mailed.

## 5. EXPRESS GRATITUDE

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After the letter has been submitted, thank your recommenders for their time and support. A handwritten note or a sincere email is a thoughtful way to show your appreciation.

## 6. ADDITIONAL TIPS

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- **Check Requirements:** Verify how many letters are needed and any specific types (e.g., academic, leadership, or character references).
- **Plan Ahead:** Keep track of deadlines and follow up early to avoid last-minute issues.
- **Communicate Clearly:** Make sure your recommenders understand what aspects of your character or experience to highlight.

## 7. RESOURCES FOR RECOMMENDERS

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If your recommenders are new to this process, provide them with helpful resources, such as:

- Templates or examples of strong recommendation letters.
- A brief explanation of the ROTC/service academy's mission and values.

This resource will help you manage the recommendation process with confidence, ensuring you receive strong letters that reflect your unique strengths and aspirations.



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