



Kansas Wesleyan University Teacher Credential Files Requesting a Letter of Recommendation

- Download the “Letter of Recommendation Request Form,” located on the KWU Career Center Website at <http://www.kwu.edu/current-students/student-development/career-services/kwu-teacher-credentials>.
- Fill out and deliver the “Letter of Recommendation Request Form,” to the individual you wish to write you a letter of recommendation.
- **Make sure the individual you are asking can give you a positive recommendation.** Sometimes they may not be willing to write you one, and it’s much better to ask someone else than to have a negative letter in your file.
- **Plan to give the writer two weeks to develop the letter.** You can also discuss and agree on a deadline to ensure accountability.
- **Provide information on the position you want.** Having the writer know the opportunity you are after will help them craft a specific message highlighting skills they feel would be beneficial for that type of opportunity.
- **Provide the writer with a current copy of your resume.** Giving the writer information on your talents, involvements, and experiences will help give them the tools they need to write you an excellent letter.
- **Make sure that all waivers are signed.** For certified teacher credential files, it is required by law that you either waive or don’t waive your right to see the letter.
- **Send a thank you note to the writer.** The person you ask to write you a letter of recommendation has put in a significant amount of effort to help you obtain your career goals, and they need to be recognized for their support.
- **Once the Kansas Wesleyan University receives the letter of recommendation, you will be notified by email confirming the letter is now in your teacher credential file.**

If you have any questions about developing references for your Teacher Credential Files, please contact

Bridget Weiser at 785-833-4325 or email at bridgetkwu.edu.