

How to Request Letters of Recommendation and Upload your Resume

Students: It is suggested that you ask **at least one teacher or counselor who knows you well** to write you a recommendation in the spring of your junior year. If you wait until the fall, you must give a **minimum of 3 weeks notice prior** to the college's deadline.

Recommendations are made electronically through Naviance after a personal discussion with the person you are making the request to. Requests also include providing a copy of your resume, which summarizes your extra-curricular activities. Please refer to the directions below.

Requesting a Teacher/Counselor Recommendation

In your Naviance account:

- Click on **Colleges Home** tab

- Scroll bottom left

- Click on **Letters of Recommendation**

- Select **Add Request**

- Select the teacher using the drop down box

- Select All Current and Future Requests

- Include a personal note: You can write a note asking them to write you a recommendation and add any other information you think may be useful for the teacher to know. Do not forget to thank them!

- Submit Request**

Teachers will be emailed your request and will upload directly to your Naviance account. You will be able to see the status of your recommendations in your Naviance account. You should email your teacher if you have questions regarding your letter of recommendation.

Uploading your Resume

There is a Resume creator in Naviance. If you choose to use that instead of the templates provided in the Document Manager you must still download to a PDF or word document so it may be uploaded to the Journal folder.

To create your resume in Naviance:

- Click on **About Me**

- Click on **My Stuff**

- Select **Resume**

- Select the Add/Update Selection, click on the plus sign circled in red

To Upload your resume in Naviance

- Click on **About Me**

- Click on **My Stuff**

- Select **Journal**

- Click the plus sign circled in red

- Fill in subject

- Fill in notes

- Select who can see your resume (must at least select teacher and counselor)

- Drop files or click to Browse

- Add