

4. In this area, list the highlights of your school activities, clubs and honors. Clarify where you devote your time and energy outside the classroom setting.

Faculty:

1. A college admission office is looking for a picture of the student in the academic environment — not only grades and abilities, but also interactions, creativity, and perseverance. They want to know your experience with the student in concrete terms. Please be as specific as possible in at least one or two areas. *Overall, can this student succeed at college?* End your letter with emphasis on the student's strengths.
2. Suggested topics to address:
 - Scholastic ability
 - Motivation
 - Reaction to criticism
 - Willingness to risk opinion
 - Initiative
 - Emotional stability
 - Personality
 - Integrity
 - Cooperation/peer relations
 - Maturity
 - Leadership qualities
 - Academic stamina/follow-through
 - Thinking skills
3. You may also wish to include:
 - Examples or anecdotes to illustrate character or judgments of the student.
 - A comment about the accuracy of your first reaction to this student. Do you still feel the same? Why?
 - Comparisons with other students from your own experience.
 - Your phone number for further information.

Requesting a Letter of Recommendation



for

Telephone:

Student Responsibilities:

When requesting a letter of recommendation from a school staff member, be sure to:

- Fill out the student information worksheet as completely as possible. Not all sections may apply
- Make an appointment to ask the person to write a letter of recommendation for you. Plan ahead to meet your timeline, and allow the person 10-14 days for the completion of the letter. DO NOT assume the letter will be completed if you leave the request in a mailbox or drop it off on a desk; make sure you make personal contact with the person.
- At the time of the appointment, give the person specific dates and directions on what to do with the completed recommendation forms. If the letter is to be mailed by the person. Provide a stamped, addressed envelope.
- Provide the person with a manila folder to store your recommendation forms.
- Write a short “thank you” to the person who has supported you in this way.

Students and teachers—keep a copy in case another letter is needed!

Student Information Worksheet

Name: Date letter needed by:
Address:
Specific purpose of letter:
1. Explain your future goals and plans for college: .
2. List three or four descriptive adjectives that best characterize your strengths, motivations, and personality:
3. Give specific examples of two or three things you did well in this teacher’s class, or when working with this person (i.e. a class presentation, project, etc.):