

Requesting a Letter of Recommendation Worksheet

Name _____ Foundations _____ Date Due _____

To The Person Writing the Recommendation:

- A letter of recommendation should be a direct, clearly statement that calls attention to the applicant's attributes and accomplishments.
- You may wish to describe the student in terms of: academic achievement, motivation, initiative, maturity, leadership, qualities, special circumstances, unique qualities, responsibility, social development, and integrity
- Expand upon information listed on the student work sheet by reporting personal observations rather than merely listing the activities.
- Indicate your relationship to the student.
- Include examples or anecdotes to illustrate statement you make about the student.
- Explain why you think this student would be a good match for the school or the job.

Note to School Personnel

- Describe your school's unique programs.
- Comment on the school curriculum and the school population.
- Describe your course or activity.
- Describe the student's performance in relation to other students you have had.

To the student:

General Guidelines

- Read application instructions carefully.
- Give the writer a stamped properly addressed envelope.
- Indicate deadline.
- Request a letter well in advance of the deadline.
- Check back to see that the letter has been sent.

Selecting A Writer

- Select a person who knows you well and shows interest in you, i.e., counselor, teacher, activity moderator.
- Ask your counselor to help you select a person to write a letter for you.
- Select a person who is familiar with your potential and your achievements.
- Select at least one teacher whom you have had as an instructor in an academic subject.
- Ask teachers with whom you have had more than one class (when possible).
- Select a person who has challenged you the most.
- Select a person who could best explain your extra efforts in school or on the job.
- Ask the person how they feel about writing a good recommendation for you.

*** Answer questions on the reverse side of this page ***