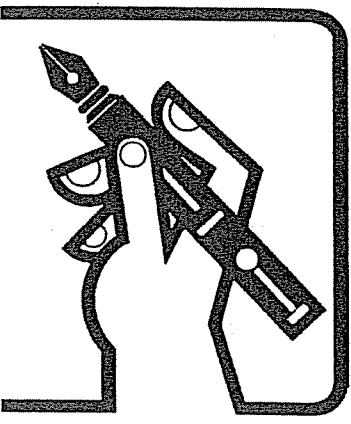


**Student:**

When requesting a letter of recommendation from a teacher, be sure to:

- Fill out the student information worksheet as completely as possible.
- Think of a teacher who knows you well. Colleges are looking for *personal insights* about student applicants – especially from teachers of college prep courses.

- Make an appointment to ask the teacher to write a letter of recommendation for you. Plan ahead to meet your timeline, and allow the teacher 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; make sure you make personal contact with the teacher.
- At the time of the appointment, give the teacher an addressed, stamped envelope and this completed information sheet.
- Write a short “thank you” to the teacher who has supported you in this way.



**STUDENT INFORMATION WORKSHEET**

Name

Date

Letter to be addressed to:

1. What is your educational/life/career goal?

2. What kind of person would you like to become? Which of your unique gifts and strengths would you like to develop?

3. List your activities (including interests, hobbies, employment, and volunteering) in and outside of school.

4. What leadership roles have you held? List any honors or awards you have received.

5. What event or person made a significant impact on your life? How?

6. If you had a free afternoon (and all your homework was done!), what would you do to fill your time?

7. Name three adjectives you would use to describe yourself.

8. Name three EHS teachers who know you well.