



Requesting a Letter of Recommendation: Guidelines

Student Considerations:

1. Fill out the student information worksheet (Below) as completely as possible.
2. Think of a teacher who knows you well. Colleges are looking for *personal insights* about student applicants – especially from teachers of college prep courses.
3. 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.
4. At the time of the appointment, give the teacher an *ADDRESSED, STAMPED ENVELOPE* and this completed information worksheet.
5. **Write a short “thank you” to the teacher who has supported you in this way.**

Faculty Considerations:

1. In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with :
 - A completed student information worksheet.
 - An addressed, stamped envelope.
2. You may also wish to include:
 - Examples or anecdotes to illustrate character or judgment of the student.
 - A comment about the accuracy or your first reaction to this student. Do you still feel the same? Why?
 - The reason why this particular school is a good match for this student.
 - Comparisons with the previous candidates to the same school.
 - Your telephone number or e-mail address for further information.
3. Mail the recommendation directly to the school. Colleges feel the recommendation is more honest when it doesn't pass through the hands of the student.
4. Always save a copy in case another letter is needed.

Senior Personal Fact Sheet – Redmond High School

Please complete the following information when requesting a letter of recommendation from a teacher.

| | |
|---|------------------|
| Student's Name _____ | E-Mail _____ |
| Mother's Name _____ | Occupation _____ |
| Phone _____ | |
| Father's Name _____ | Occupation _____ |
| Phone _____ | |
| Student's Post High School Plans | |
| Major area of study/interest _____ | |
| Educational or Career Goal _____ | |
| College/Schools Selected _____ | |
| _____ | |
| What 3 adjectives would you use to describe yourself? _____ | |

ATTACH ADDITIONAL PAGES IF NEEDED! Please allow 10-14 days for the completion of the letter!!

| Circle One | Where/Description of Your Responsibilities | Grade and Dates | Hrs. Per Week |
|--------------------|--|-----------------|---------------|
| Employee/Volunteer | | | |
| Employee/Volunteer | | | |
| Employee/Volunteer | | | |
| Employee/Volunteer | | | |
| Employee/Volunteer | | | |
| Employee/Volunteer | | | |

| Circle One | Where/Description of Your Responsibilities | Grade and Dates | Hrs. Per Week |
|------------------------|--|-----------------|---------------|
| Leadership/Honor/Award | | | |
| Leadership/Honor/Award | | | |
| Leadership/Honor/Award | | | |
| Leadership/Honor/Award | | | |
| Leadership/Honor/Award | | | |
| Leadership/Honor/Award | | | |
| Leadership/Honor/Award | | | |
| Leadership/Honor/Award | | | |

| Circle One | Where/Full Description of Activity | Grade and Dates | Hrs. Per Week |
|--------------------------|------------------------------------|-----------------|---------------|
| Activity/Hobby/Interest | | | |
| Activity/Hobby/Interest | | | |
| Activity/Hobby/Interest | | | |
| Activity/Hobby/Interest | | | |
| Activity/Hobby/Interest | | | |
| Activity/Hobby/Interests | | | |