

Directions for Writing Requests for Letters of Recommendation

1. Choose 3 people who will be good candidates for writing you a letter of recommendation for college.

(Keep in mind you can always have them alter the letters for job search as well)

These candidates should be people who have worked with you in the past, have a good rapport with, and know you well enough to write a letter of recommendation.

Good Example of Candidates: Teachers you had last year or this year

Coaches/Activity Sponsors

Guidance Counselor

Job Employer

Adult who supervised you during community service project

Bad Example of Candidates: Parent, Relative, Best Friend, etc.

2. Write 3 letters total (one for each candidate) on a separate piece of paper and follow the prompt below. Please use neat and clear handwriting. Do not submit these letters to the candidates until I have reviewed them. The deadline for the letters will be October 26, 2012.

Save the Data form and 3 letters for me to check in and copy before submitting to your candidates

Date:

Dear _____,

I am applying for _____ . I am required to submit _____ letters of recommendation. Would you consider writing a letter for me? I have attached the instructions for the letter. My deadline is _____; therefore, I will pick up your letter by _____ . Please save your letter on the computer so I can use it for multiple schools if needed. Thank you so much. I really appreciate your taking time to do this for me.

Sincerely,

Name of Student

Teacher Recommendation Request

Students Name _____ Date _____

Email/Phone # (in case of questions) _____

Awards/Honors received during high school:

Work History (Where, How long?):

Community Service:

Clubs, Teams:

Other Activities:

Favorite Subjects:

Academic/Personal Strengths:

Weaknesses:

I am considering the following college majors because:

Plans after high school (career choice):

List any other details about you or your family that cannot be found. Help the person writing your recommendation tell a story about you that might not be told. (Use back if necessary)

List what you have done to overcome any past difficulties:

What I remember most about your class or working with you.....