

Requesting A Letter Of Recommendation For Colleges & Scholarships

Faculty:

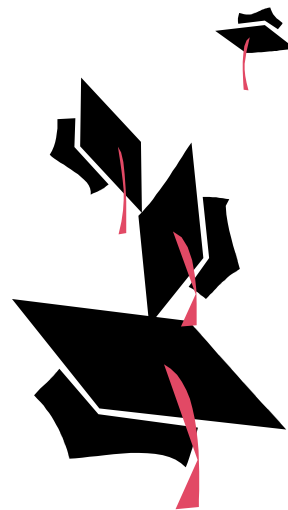
1. In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with:
 - A completed student information worksheet
2. The following is a list of criteria you may wish to consider in your evaluation:
 - Critical thinking skills
 - Scholastic ability
 - Motivation
 - Reaction to criticism
 - Initiative
 - Cooperation
 - Maturity

You may also wish to include:

- Examples of anecdotes to illustrate character or judgements of the student.
- A comment about the accuracy of your first reaction to this student. Do you still feel the same? Why?
- Your phone number for further information.

It may be beneficial to keep your letter on disc in case another letter is needed.

West Springfield High School

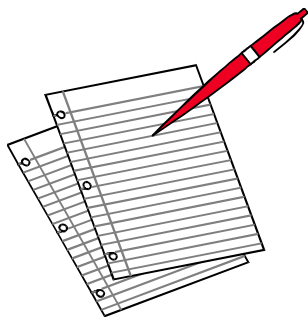


Student Information Worksheet:

Student:

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

- Fill out the student information worksheet as completely as possible, not all sections may apply.
- Think of a teacher who knows you well, not necessarily the one who gave you the best grade.
- Deliver this request *AS SOON AS POSSIBLE* to the teacher.
- Make sure that the teacher has a minimum of 2-3 weeks for the completion of the letter. **DO NOT** assume that it will “only take a minute” to write the recommendation. A good one will take time and thought.
- Select no more than three recommenders.
- Write a short “thank you” note to the person who has supported you this way.



Name: _____

ID#: _____ Date: _____

Address: _____

Letter to be addressed to:

1. Future Goals:

2. Post Graduation Plans:

1. College –
2. Technical School –
3. Work -

3. Awards, Honors:

4. Special Interests, Hobbies, Talents:

5. Clubs and Service Organizations in School:

6. Non-School Activities (Church, Jobs, etc.):

7. Student Government/Athletic Teams: