WKHS REQUEST FOR TEACHER RECOMMENDATION

TO: _____

FROM: _____

DATE: _____

Thank you for agreeing to write a recommendation for my college applications. Below is a list of the colleges to which I anticipate applying and my targeted submission deadlines. I have included information about my experiences in your class on the back of this page.

Since most colleges now require that recommendation letters be submitted electronically, I will send you an electronic invitation to access my application in order to upload your recommendation letter. Please let me know if you have any trouble accessing my application.

College Name:	Target Date for Application Submission:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I will check back with you to see if I can help you with any questions that might come up.

Thanks again!

Sincerely,

In case you need it – my contact information is:

Cell: _____ Email: _____

Because the letter of recommendation is an important part of your application, it is helpful to provide teachers with specific stories and examples to aid them in writing your recommendation letter.

Student Name: _____

Class(es) you had with this teacher: _____

What was your proudest academic accomplishment in the class?

What are you hoping that the teacher recognized in you as a student?

What did you learn the most from this teacher/ class?

Describe a meaningful experience as a part of the class. (For example, a particular project, paper, test, concept, or activity that stands out to you and why it was significant.)

What are your career plans? What do you plan to major in or study in college?

Describe your talents and strengths and explain how you plan to develop them in your future work/ study.

Below is a list of attributes colleges consider when evaluating applications. Select 1-2 and share an example of a time you demonstrated the characteristic(s) in class. *Academic achievement, intellectual promise, quality of writing, creative & original thought, productive class discussion, respect from faculty, disciplined work habits, maturity, motivation, leadership, integrity, reaction to setbacks, concern for others, self-confidence, initiative, and independence.*