

REQUEST FOR TEACHER LETTER OF RECOMMENDATION

(Please speak to your recommender in person FIRST before giving them this form)

Dear _____,
(teacher name)

Thank you for agreeing to write a letter of recommendation for me. Please send your letter of recommendation to the following colleges:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

My letter must be received by the colleges no later than _____.

- My letter should be uploaded through Naviance.
- I am using a paper application and have attached any necessary forms as well as stamped and addressed envelopes for each school listed above.

On the back of this form I have included /attached additional information about me to help with writing the letter of recommendation.

Thank you,

(Student name & homeroom)

STUDENTS

Please write/attach a 1-2 paragraph statement explaining the reasons why you are asking for a letter of recommendation from this teacher. This should include experiences in the teacher's class, projects, class discussions, or other activities that show involvement. Also include any other comments or special circumstances you would like the teacher to know about. DO NOT simply attach a resume.

TEACHERS:

The following guidelines have been suggested by college admission officers for teacher letters of recommendation:

Provide information about the course (i.e. conceptual framework of course, topics covered, reading lists, average grade, grade range, your teaching style).

Describe the student's skills and work in the classroom. Use examples and anecdotes to illustrate these skills and personal qualities.

Try to comment on what makes this student unique rather than a recap of their resume.

~Thank you for taking the time to write this recommendation. Your thoughts, comments, and observations are a very valuable part of this college admissions process ~The High School Counseling Center