**Handing in a Request for a Recommendation**

Turn in the following to me:

* A resume, which lists in and out of school activities, and school, courses 9th-12th grade. Also include a brief statement about what you did well in my class, along with your final grade in the course.
* Include a note to me, if there is anything in particular that you would like me to address in my letter. For example, if your verbal is low, make a note and then I will emphasize your success in writing in my class.
* A page that lists all colleges to which you plan to apply. Include deadline dates,
* Any Colleges that ask for a paper copy, follow these steps:
	1. All application forms
	2. Make sure that the *waiver to read* is signed.
	3. Addressed and stamped envelopes (self-sealing is a must) to each college. Use my name and the school’s address for the return address.
* Turn in everything in a clearly marked folder or envelope with your name, which safely contains your applications.
* On the outside of the folder, once again, write the application deadlines; make sure to emphasize early decision.

It is very important that you follow the above directions. In the course of a semester, I often do at least twenty recommendations, and they are time- consuming. The easier it is for me to keep track of each application, the more efficient I will be in completing your applications on time. I understand the importance of your recommendations, and I want to give each letter the time and thought you deserve.

Make sure, once you are accepted, to stop by and fill me in on your decision. I really do want to know.

**Request for a Recommendation**

• All information should be organized in either a large envelope or folder

• Information must be submitted 4 weeks prior to deadline

• Submit the packet in person

• Email or stop by my room the week that the letter is due

Your folder should include:

\_\_\_\_ completed form (below) with thoughtful and detailed responses

\_\_\_\_ a list of all of the colleges your are applying to, along with the deadline dates for each letter

\_\_\_\_ IF NEEDED: stamped, addressed and self-adhesive envelopes. The return address should be my name and CB East’s address

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current GPA:

Favorite subject/class and why:

Extracurricular activities: (Sports, clubs, hobbies, job)

What is the most memorable project, paper, speech, or piece you worked on in my class and why:

Choose three words that best describe you as a student. For each word give a specific example from my class that proves the existence of that trait.

1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please add any other qualities you would like me to include.