**REQUEST FOR TEACHER LETTER OF RECOMMENDATION**

***(To be given to a teacher following their acceptance of your verbal request for a letter of recommendation)***

Thank you for agreeing to write me a letter of recommendation. I am providing the following information to assist you in the writing of the letter.

**NAME**  **DATE:** ­­­­­­­­­­­­­­­­­­­­­­­

**Earliest college admission deadline:**  \_\_ I am using Common Application

I had you for the following course(s): in Grade Level/Semester\_\_\_\_\_

My grade in your class was: I am \_\_\_ am not \_\_\_ including a copy of my resume

**STUDENT QUESTIONS:**

Special achievements in your class: (What did you do in class that made you stand out? What do you feel was

your strongest contribution to the class?)

Topics I would like you to mention in my letter of recommendation: (Is there something you want the colleges to know about you that your teacher may not know? Special interest in this subject; Awards; Honors; Hobbies;

obstacles you’ve overcome)

My career/ major goals are:

Adjectives that best describe me are: \_\_\_\_\_\_\_\_\_\_\_\_\_ , \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_.

Colleges to which I am applying & method of sending:

|  |  |  |
| --- | --- | --- |
| **COLLEGE**  | **METHOD OF DELIVERY**  |  |
|   |  Upload & Submit in Naviance  |  Send in attached envelope  |  Await link for submission  |  Other: (see notes below)  |
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