

## Teacher Letter of Recommendation Request

Student Name: \_\_\_\_\_

First (earliest) due date: \_\_\_\_\_

Email: \_\_\_\_\_

Please list the schools you are applying to, the deadline and where the letter needs to be submitted. (Common App, Coalition)

School you are applying to:	Deadline	Where to submit?

On a separate sheet of paper type your answers to the following questions.

1. Identify three of your intellectual character traits you would like your recommender to highlight in his/her letter.
2. For each one, specify what you have done in your experience with the teacher that demonstrates the trait; focus on your work in the teachers class(es) or other activities you have had with the teacher.
3. What was your best project/assignment/contribution in this teacher's class?
4. What kind of student are you? How do you contribute to the class?
5. Is there anything in particular you would like your teacher to consider mentioning in his/her letter of recommendation?

**Please list your classes for senior year:**

### **Important Reminders**

- Allow 4 weeks for the letter to be written.
- Pick a teacher who knows you well and can write a strong letter for you.
- Choose a teacher you have had preferably in your 11<sup>th</sup> grade year. A teacher you had in 10<sup>th</sup> and 12<sup>th</sup> grade would also be a strong choice.
- Complete your resume
- Provide an addressed and stamped envelope if your letter needs to be mailed.
- Don't forget to write a thank you!