



APPLE VALLEY HIGH SCHOOL

REQUESTING A LETTER OF RECOMMENDATION

TO THE PERSON WRITING THE RECOMMENDATION

A letter of recommendation should be a direct, clearly written statement that calls attention to the applicants attributes and accomplishments.

You may wish to describe the student in terms of:

- academic achievement
- initiative
- leadership qualities
- unique qualities
- social development
- motivation
- maturity
- special circumstances
- responsibility
- integrity

Expand upon information listed on the Student Worksheet by reporting personal observations rather than merely listing the activities.

Indicate your relationship to the student.

Include examples or anecdotes to illustrate statements you make about the student.

Explain why you think this student would be a good match for the school or job.

Note to School Personnel

- Describe your school's unique programs.
- Comment on the school curriculum and the school population.
- Describe your course or activity.
- Describe the student's performance in relation to other students you have had.

TO THE STUDENT

General Guidelines

- Allow at least **10 days** for the writer to complete your recommendation.
- Read application instructions carefully.
- Give the writer a stamped-addressed envelope.
- Indicate deadline.
- Request a letter well in advance of the deadline
- Check back to see that the letter has been sent.
- Respect that some teachers may write a closed recommendation (no copy available to you)

****GIVE THE WRITER A THANK YOU.**

Selecting a Writer

- Select a person who knows you well and shows interest in you, i.e., counselor, teacher, activity moderator.
- Ask your counselor to help you select a person to write for you.
- Select a person who is familiar with your potential and your achievements.
- Select at least one teacher whom you have had as an instructor in an academic subject.
- Ask teachers with whom you have had more than one class (when possible).
- Select a person who has challenged you the most.
- Select a person who could best explain your extra efforts in school or on the job.

STUDENT WORKSHEET

NAME _____

GRADE _____

DATE DUE _____

Purpose of letter: _____ College
Application

_____ Scholarship
Application

_____ Employment

_____ Other

Letter should be addressed to: Name and Address

Awards, Honors (years received)

School Activities (years involved)

Community Activities and employment (years of participation)

Special interests, hobbies or talents

Why do you feel you qualify for this scholarship, college, or job?

Describe any unusual circumstances that may have affected your life.

Future goals.

Describe yourself in terms of strengths, attitudes, skills, and past experiences which may help you be successful in school or on the job.