ROCORI HIGH SCHOOL
CAREER & COLLEGE READINESS

REQUESTING LETTERS OF RECOMMENDATION

STUDENTS

When requesting a letter of recommendation, be sure to:

- Fill out the student information worksheet as completely as possible. (Not all sections may apply).
- Think of a person who knows you well, such as a teacher, coach, minister, employer, etc.
- Make an appointment to ask the person to write a letter of recommendation for you. Plan ahead to meet your timeline, and allow the person 10-14 days for the completion of the letter. **DO NOT** assume the letter will be completed if you leave the request in their mailbox. Make sure you make personal contact with the person.
- At the time of the appointment, give the person an addressed, stamped envelope (if applicable) and your completed information worksheet along with any submission instructions and deadlines.
- Be sure to write a short "thank you" to the person who has supported you in this way.

PERSON WRITING THE LETTER OF RECOMMENDATION:

In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with:

- A completed student information worksheet
- An addressed, stamped envelope (if applicable)

The following is a list of criteria you may wish to consider in your evaluation:

- Scholastic ability
- Motivation
- Reaction to criticism
- Initiative
- Personality
- Integrity
- Cooperation
- Maturity
- Leadership qualities

You may also wish to include:

- Examples of anecdotes to illustrate character or judgments of the student
- A comment about the accuracy of your first reaction to this student. Do you still feel the same way? Why?
- The reason why this particular school is a match for this student
- Input from others
- Comparisons with previous candidates to the same school
- Your phone number for further information

It may be beneficial to keep an electronic copy in case another letter is needed.

STUDENT INFORMATION WORKSHEET

NAME: _____DATE:_____

ADDRESS:_____

PHONE:_____GPA:_____CLASS RANK:_____

LETTER TO BE ADDRESSED TO:_____

1. Future Goals: _____

   _____

2. Plans for college or other post-high school education or training (include possible major/minor, activities, etc.) _____

   _____

   _____

3. Awards, Honors, etc:_____

   _____

4. Special interest, hobbies, talents: _____

   _____

   _____

5. School activities: _____

   _____

   _____

6. Non-school activities (church, community, volunteer, employment, etc.): _____

   _____

   _____

7. Strengths, attitudes and/or skills which may help you to be successful in the completion of you post-high school plans: _____

   _____

   _____