Request for Teacher Recommendations

To: _____

From: _____

Dear Teacher- Thank you for agreeing to write me a letter of recommendation. I will send you an electronic request through Naviance so you can upload your letter by the deadline. I have included information about my experiences to help you write a recommendation.

Students- Because the letter of recommendation is a necessary and crucial part of your application, it is helpful to provide teachers with specific stories, or a resume that might aid them writing your letter of rec. Please answer the following questions and give to the teacher.

1) What was your proudest accomplishment in the class?

2) What are you hoping the teacher recognized in you as a student?

3) What did you learn most from this teacher, or class?

4) What are your career plans, or interest in study while in college?

5) How would you describe yourself? Why?

6) Is there anything else you want your teacher to know, or consider as he/she writes your letter of recommendation?