

Letter of Recommendation - Student Information

TO THE STUDENT

General Guidelines

- ✓ Read application instructions carefully.
- ✓ Give the writer a stamped properly addressed envelope.
- ✓ Give the writer any forms that need to be sent with the letter.
- ✓ Indicate deadline.
- ✓ Request a letter well in advance of the deadline - the writer should have a minimum of 2 weeks to write the letter.
- ✓ Check back to see that the letter has been mailed.
- ✓ Recommend the writer save a copy.
- ✓ **Write a Thank You Note shortly after the letter has been completed.**

Selecting Writers

- ✓ Selecting people who know you well and show interest in you, i.e., counselor, teacher, activity advisor, job supervisor, youth minister, volunteer coordinator, etc.
- ✓ Ask your counselor to help you select people to write for you.
- ✓ Select people who are familiar with your potential and your achievements.
- ✓ Select teachers whom you have had more than one class (when possible).
- ✓ Select people who could best explain your job. Ask the person how they feel about writing a good recommendation for you.

STUDENT'S NAME: _____ DATE: _____ PHONE: _____

Cumulative GPA: _____ Class Rank: _____

Awards, Honors (school years received):

School Activities (school years involved):

Community Activities and Employment (school years of participation):

Special interests, hobbies, or talents:

Describe any unusual circumstances that may have affected your life:

Future Goals:

If there were one thing you would like the writer to remember about you, what would it be?

Letter of Recommendation

What, if any, post-secondary schools or opportunities are you considering? Please list:

Please list senior year courses:
Semester 1

Semester 2

TO THE PERSON WRITING THE RECOMMENDATION

- A letter of recommendation should be a direct, clearly written statement that calls attention to the applicant's attributes and accomplishments.
- You may wish to describe the student in terms of:

Academic achievement
Leadership qualities
Unique qualities
Integrity
Responsibility

Special circumstances
Motivation
Maturity
Initiative
Social development

- 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 the statements you make about the student.
- Explain why you think this student would be a good match for the school/job you are recommending them for.
- **Date of Request:** _____ **Postmark Deadline:** _____
- **To whom shall the letter be written?**

Name: _____

Address: _____

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