

INFORMATION FOR TEACHER RECOMMENDATION

TO _____ DATE _____

FROM _____ COUNSELOR _____

COLLEGE MAJOR _____ CAREER GOAL _____

I would appreciate a letter of recommendation from you, as you know me well as a student/ former student. Please include specific examples from class illustrating the qualities below:

- Academic motivation
- Creative academic approach
- Academic self-confidence
- Academic growth potential
- Leadership
- Responsibility
- Emotional maturity
- Initiative
- Outstanding personal qualities, i.e. enthusiasm, sense of humor

Attached are specific examples of my accomplishments in your class or in your presence.

Note to teachers: To help you in the process, consider the fact that colleges prefer succinct and specific letters. Please include examples that support statements that you make about the student. Avoid repeating what is already on the cumulative record, listing a string of awards and generalities.

Please send a copy of your letter of recommendation to the following:

_____ Colleges/Agencies listed below

_____	_____
_____	_____
_____	_____

_____ I have attached an envelope with postage for your convenience.

_____ Please give my counselor a copy for their files.

Thank you for your support.

Signature