

Request for Letter of Recommendation – Teacher

Student Instructions: Please open this document in Notability and type your responses so it will be easy to read. Keep a copy for your records. Provide this form to your teacher(s) at least 2-3 weeks in advance of the due date.

It is your responsibility to follow up with the teacher to ensure that the letter has been submitted.

Student: _____ Counselor: _____

GPA: _____

I am using this letter for: College Scholarship Employment Other
(Circle One) Application Application

Deadline: _____ I applied on Common App: Yes No
(Circle One)

Note to Teacher – If the student applied using Common App, please check your email (including junk folder) for an invite to recommend.

What teacher are you asking to write a letter of recommendation? _____

For what class did you have this teacher? _____

Why did you select this teacher/class?

What challenged you in this class?

How did this class help you grow as a learner?

What achievement or assignment are you most proud of during this class?

What areas did you work hard to improve during this class?

What ideas, understanding and knowledge did you take away from this class?

List three adjectives that describe you and provide an example to illustrate each:

Describe your significant talents or strengths:

Describe your Education & Career plans/goals:

Is there anything else you feel I need to know about you?

Tips for Writing an Effective Teacher Letter of Recommendation (College Board)

- Tell a story that only you can tell
- Anecdotes outshine Adjectives... always!
- Colleges value candor, not perfection
- Make the letter about the student, not about yourself.
- Form letters are convenient, but counterproductive.
- Consider sharing your letter with a colleague before sending