# **SAMPLE LETTER OF RECOMMENDATION**

# Please take your time in filling out the following worksheet so I can provide an appropriate letter that is personalized to each student. I will begin writing the letter once I receive this completed form. Lastly, be sure to provide me with the following:

# Large manila envelope with your name and date of the FIRST deadline that needs to be met:

* + The deadline by which **EACH** letter is due – Use the chart below – OR attach handout from Guidance/Naviance
	+ Form completed below – please add any information that you would like me to include about YOU
* If a school does NOT accept online recommendations:

# A stamped envelope with the SCHOOL’s return address

# Any official form the organization requires me to complete (application form, common application, etc)

Name of College or Organization Date by which you need letter(s) mailed:

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Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***Complete the following questions. Please give detailed responses.*** |

1. List all classes you have taken with me – and please list your **final grades** and **score on AP Exam** (if taken)
2. What school and out-of-school activities (sports, clubs, music, job, hobbies, dance, etc) are you involved in?
3. Have you won any awards/accolades for a “Business Related” club/activity? Also include any other projects that you have worked on related to these clubs/activities (ex – organized a DECA fundraiser, created an ad campaign, etc) and be sure to describe each in detail.
4. What skills/achievements do you attribute to our class in particular? Describe something **you learned in class, or something you contributed that you would like me to include in your recommendation.**
5. Is there anything else that you would like me to emphasize in my recommendation for you?