LETTER OF RECOMMENDATION FORM

NAME OF STUDENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEACHER YOU ARE REQUESTING TO WRITE YOUR LETTER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I want to write a *great* letter of recommendation for you! In order to make it the best it can be, I'm asking you to write a rough draft of one that I can edit into a final form. Answering these questions will not only make sure I don't miss anything, it can also be used by you as an opportunity to reflect on what you have accomplished in our class and in our school.

Please type your responses and email to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Be sure to write everything in the third person ("your name" did....; "your name" was .....) - that will make it easier for me to edit. You can use more space than I have left for your draft responses, but please try to keep each one to no more than a paragraph - you don't want your letter of recommendation to be too long.

I reserve the right to not include everything you share, but it's highly likely that I will do so.

**1. Summarize what kind of student you were in this teacher's class. Provide at least two examples as evidence.**

**2. What was the biggest challenge you faced in this teacher's class? How did you overcome it?**

**3. How did you demonstrate your ability as a thinker in this teacher's class? Provide at least two examples as evidence.**

**4. What do you want to study in college and why? What is your career goal and why?**

**5. What challenging circumstances have you faced in life, what have you learned as a result of those experiences, and how have you overcome them?**

**6. What experiences have you had outside of the classroom during your school years -- clubs, extracurricular activities, community services, sports? Why did you choose to participate in them?**

## Inspired by Ray Salazar's blog post, *How to write letters of recommendation for high-school students* (http://www.chicagonow.com/white-rhino/2015/09/how-to-write-letters-of-recommendation-for-high-school-students-2/).

## Modified by Larry Ferlazzo