

## WKHS REQUEST FOR TEACHER RECOMMENDATION

TO:

FROM:

DATE:

Thank you for agreeing to write a recommendation for my college applications. Below is a list of the colleges to which I would like my recommendations sent. I have included information about my experiences in your class on the back of this page.

I understand that it is my responsibility to provide you with an envelope for each letter of recommendation I request.

Please seal and sign the flap of the envelope to assure authenticity. On the back of each envelope I have printed the date I need the letter complete.

I will pick up the letters once they are complete to mail to the colleges with the rest of my application materials.

COLLEGE NAME

TARGET DATE FOR SUBMITTING MY  
COMPLETED APPLICATION (with  
recommendation letters)

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I will check back with you to see if I can help you with any questions that might come up.

Thanks again!

Sincerely,

**Because the letter of recommendation is a necessary and crucial part of your application, it is helpful to provide teachers with specific stories and examples that might aid them in writing your recommendation letter.**

Student Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Class(es) you had with this teacher: \_\_\_\_\_

What was your proudest academic accomplishment in the class?

What are you hoping that the teacher recognized in you as a student?

What did you learn the most from this teacher/ class?

Describe a meaningful experience as a part of the class. (For example, a particular project, paper, test, concept, or activity that stands out to you and why it was significant.)

What are your career plans?

Describe your talents and strengths and explain how you plan to develop them in your future work/ study.

Is there anything else you want your teacher to know or consider as he/ she writes your recommendation letter?