

# COLLEGE RECOMMENDATION FORM

## MOUNT VERNON COMMUNITY HIGH SCHOOL



### STUDENT INSTRUCTIONS

**When requesting a letter of recommendation from a teacher or another adult, be sure to:**

1. Fill out the STUDENT INFORMATION FORM attached as completely as possible. Not all sections may apply. If you need more space, use another sheet of paper for all the information.
2. Regarding #8 on the Information Worksheet: It is critical that this is done well when applying to highly selective private colleges.
3. Think of an adult person who knows you well. Colleges are looking for personal insights about student applicants -- especially from teachers of college prep courses.
4. Make an appointment to ask the person to write a letter of recommendation for you. Plan ahead to meet your time line, and allow 10-14 days for the completion of your letter. Do not assume the letter will be completed if you leave a request in a mailbox; make sure you make personal contact.
5. At the time of the appointment, give the selected person an addressed, stamped envelope and your completed information worksheet.
6. Write a short 'thank you' to the person who has supported you in this way.

### FOR THE PERSON WRITING A LETTER OF RECOMMENDATION

1. In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with:
  - a completed student information worksheet
  - an addressed, stamped envelope
2. Following is a list of criteria you may wish to consider in your evaluation:

-scholastic ability	-motivation	-reaction to criticism	-leadership qualities
-initiative	-emotional stability	-personality	-honors
-integrity	-cooperation	-maturity	-responsibility
3. You may also wish to include:
  - Examples of anecdotes to illustrate character or judgement of the student.
  - A comment about the accuracy of your first reaction to this student. Do you feel the same? Why?
  - The reason why this particular school is a match for this student.
  - The student's strengths
  - Input from other faculty members if you are a teacher.
  - Comparison with previous candidates to the same school.
  - Special considerations which may have altered the student's progress.
  - Your phone number for further information.

**NOTE:** It may be beneficial to keep a copy of your letter of recommendation or save it on a computer in case another letter is needed.

# STUDENT INFORMATION FORM

## MOUNT VERNON COMMUNITY HIGH SCHOOL



STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**LETTER TO BE ADDRESSED TO:**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY/SCHOOL \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

1 Future Goals:

2. Plans for college or other post-high school education or training:

3. Awards, honors:

4. Special Interests, hobbies

5. Clubs, academic teams, music, drama, athletics, student council, and speech activities in school:

6. Non-school activities (church, community, employment, etc)

7 Community service activities or projects:

8. On the back of this form, describe yourself. Your statements may include strengths, attitudes and/or skills which may help you to be successful in the completion of your post-high school plans.