

Letter of Recommendation Guidelines

It is very difficult for me to remember every student's individual accomplishments, contributions, and achievements in my class. Therefore, the more helpful information you give me, the more personalized I can make your recommendation. Most schools want specifics that will allow them to differentiate you from other potential candidates; I can only do this with your help.

Check List:

- ❑ Up-to-date resume (or at the very least a list of extracurricular achievements)
- ❑ Stamped, addressed envelopes (with return address—either Mira Loma or your home address)
- ❑ Teacher Evaluation or Recommendation Forms (if the college/university requires it; the top part should be filled out by you, the applicant)
- ❑ Clearly marked due dates and deadlines of every recommendation (use stickies or folders)
- ❑ Provide a clear list of the *official names* of each college or university in order for me to personalize each letter.
- ❑ Everything is organized by college/university/scholarship (use paperclips or separate folders)

In addition to the above, provide me with the following information:

1. What are, in your opinion, the three best pieces of work that you completed in my English class? Think of your IOP, IOC, essays, presentations, class participation, projects, etc. Include a brief, typed description (thesis and main points for writing assignments) of each to refresh my memory.
2. What was your final grade in my class (list both semesters)?
3. If the school requires it, what is your class ranking?