

# Letter of Recommendation Guidelines

Mr. Quale • 2008-2009

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

## **Process and Instructions:**

1. Email me (**bquale@gmail.com**) asking if I would be willing to write a letter or letter(s) for you.
2. Once I confirm via email that I will indeed write you a letter or letters, mail all of the necessary forms and information to me at my school address:

**Brian Quale  
International School of Stavanger  
Treskeveien 3  
4043 Hafersfjord, Norway**

Make sure that you include envelopes for each university that you need a letter for, and that the complete address of the university is on each one. Please also be sure that you include all of the specific information that will be required for me to complete the forms and letters to the best of my ability.

Some schools ask for students' ranking, or GPA, or even grades in my class. I do not have access to any of this information, therefore it becomes very important that you check to make sure that you have included everything necessary for me to complete your letters and forms accurately. You should not include postage on the envelopes to the schools; this will be taken care of by me and the Norwegian postal services.

*Please Also Note:* Some Letters of Recommendation can now be completed electronically, and therefore students will only need to communicate with me electronically.

## Letter of Rec. Check List:

- Up-to-date resume (or at the very least a list of extracurricular achievements)
- Addressed envelopes (leave return address and postage for me)
- 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)
- Clear list of the *official names* of each college or university.
- Everything organized by college/university/scholarship (use paperclips or separate folders)
- Written responses to the following questions:
  - 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 of each to refresh my memory.
  - What was your final grade in my class (list both semesters)?
  - If the school requires it, what is your class ranking?
  - Anything else on the forms that I will need to know?