

What, if any, post-secondary schools are you considering? Please list:

Please list senior year courses:

Semester 1

Semester 2

****NOTE TO SCHOOL PERSONNEL:****

Describe our District's unique programs. Comment on school curriculum and the school population. Describe your course or activity. Describe the student's performance in relation to other students you have had.

TO THE PERSON WRITING THE RECOMMENDATION:

A letter of recommendation should be a direct, clearly written statement that calls attention to the applicant's attributes and accomplishments.

You may wish to describe the student in terms of:

Academic achievement, special circumstances, leadership qualities, motivation, unique qualities, maturity, integrity, initiative, responsibility, social development

Expand upon information listed on the *Student Worksheet* (previous page) by reporting personal observations rather than merely listing the activities.

Indicate your relationship with the student.

Include examples or anecdotes to illustrate the statements you make about the student.

Explain why you think this student would be a good match for the school/job/scholarship you are recommending them for.

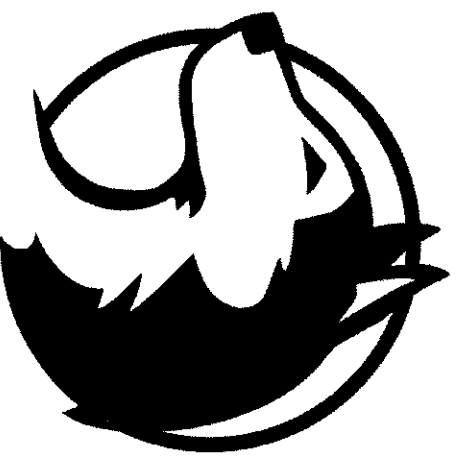
St. Anthony High School Principal

Wayne Terry

Academic Dean of Students

Travis Macleod

Requesting a Letter of Recommendation



Guidance Department

St. Anthony Village High School

General Guidelines:

STUDENT'S NAME:

Community Activities and
Employment (school years
of participation):

-Read application instructions carefully

-Give the writer a stamped properly
addressed envelop

DATE:

-Indicate deadline

PHONE NUMBER:

-Request a letter well in advance of the
deadline—at least one week.

-Check back to see that the letter had been
mailed

Awards, Honors (school years
received):

-Recommend the writer save a copy

Selecting Writers:

Future Goals:

-Select people who know you well and show
interest in you, i.e. counselor, teacher,
activity moderator, etc...

-Ask your counselor to help you select
people to write for you.

-Select people who are familiar with your
potential and your achievements.

School Activities (school years
involved-listed on transcripts):

-Ask teachers whom you have had more
than one class (when possible.)

-Select people who could best explain your
extra efforts in school or on the job.

Describe yourself in terms
of strengths, attitudes,
skills, and past experiences
that may have helped you
be successful in school or on
the job:

-Ask the person how they feel about writing
a good recommendation for you.