Letter of Recommendation Request - Ronneberg

Name: _____

Class/Per/Year:_____

Date given to Ronneberg: _____

Email:

_____

Hello Prospective College Student!

If you have worked hard in my class, and feel that you have shown me your best abilities as a student, then I would be happy to write you a letter of recommendation. In order to my best on your behalf, the following would be most helpful:

1. Please come talk to me in person before assuming that I will write you a letter.
2. Please give me at least 1 month to write the letter (though more time is appreciated). It takes time to write a good letter.
3. Please assemble the following materials:
    - ☐ An explanation of why you are asking ME (out of all the teachers you have had in the last 3 or 4 years) to write your letter.
    - ☐ ONE example of some of your best work in my class (this can be a project you completed, a lab report, a paper you wrote, etc…)
    - ☐ A "Brag Sheet" and/or Resume that lists the activities you take part in both in and out of school. This should include clubs, sports, volunteering, internships, work, awards, AP classes, GPA, etc…
    - ☐ Some indication of your future plans (what do you plan to study, why you are choosing to apply to these particular schools, travel or study abroad plans, volunteer work, etc…)
4. For EACH SCHOOL prepare ONE of the following, either:
    a. I prefer to do things electronically. If the recommendation can be done electronically (like for the common app), fill out whatever you need to online, then email me letting me know I should be receiving a link to do the recommendation online.
    b. If online option is not available for a school: have all teacher recommendation forms/paperwork for each school organized and paper-clipped to a PRE-ADDRESSED, PRE-STAMPED ENVELOPE (9x11 manila envelopes are good, but normal sized ones will work). Fill out all the student information sections before giving any forms to me.
5. Put all the above materials together in a file folder or large envelope with your name on it. Tape this sheet to the front of the folder/envelope and list all the schools you need letters for, along with the due dates.

We will both be happy you took the time to do a thorough job of this ☺
Thank you.
Mr. Ronneberg

School Name (list in order of due date, note any special delivery instructions below name)	Electronic or Paper?	Uses common app? (y/n)	Due Date