

Waltham High School

Teacher Recommendation Letter Guide

.....

If the colleges you are applying to require teacher letter(s) of recommendation, please meet with your teacher(s) **in person** to request a letter. When you meet with your teacher to make your request, you should **provide them with this form**. This form helps teachers write a personalized letter and avoid generic statements of *"John/Mary is an excellent student."*

.....

Student Name: _____ **Email:** _____

Guidance Counselor: _____ **Teacher:** _____

Course: _____ **Year Taken:** _____ **Final Grade:** _____

.....

Please list below WHICH colleges/universities you would like this teacher to write your letter for.

*Make sure you check the website of the colleges/universities to which you are applying, as some only require **ONE** teacher letter. You should avoid asking two teachers to submit a letter to a school that require one teacher letter of recommendation.

| College/University | Campus | Deadline |
|---------------------------|----------------|----------|
| Example: Framingham State | Framingham, MA | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

YOUR EXPERIENCE IN THE CLASS:

1. What assignment did you find particularly interesting (include the topic)? What did you learn from the assignment? About the topic? About yourself?
2. What was your proudest moment in this class?
3. How were your strengths enhanced by this class?
4. What did you find to be the most challenging about this class?
5. What role do you feel that you played in the class? Would you change anything about your contribution or experience in the class?

YOUR EXPERIENCE OUTSIDE OF CLASS:

1. What are your personal interests? How do you spend your time outside of school i.e. clubs, sports, community service, or work?
2. What three words would you use to describe yourself? Why?