**Guidelines for Rhodes’ Letters of Recommendation**

 Please follow the steps below if you would like me to write a college recommendation letter.

1. Ask me in person to write a letter for you. Do not send an email or have your parents request a letter for you. Please do not ask me to write a letter if you received lower than a “C” in my class or violated the honor code. Choose teachers that will put you in the best light possible and highlight your strengths.
2. Once I have agreed to write a letter for you, please **TYPE** your responses in the form below. Do not complete the form unless we have spoken in person.
3. Please communicate deadlines in a timely manner I will need at least 2 weeks prior notice**.** Only provide addressed envelopes and stamps if your college does not make use of electronic submissions.

|  |  |
| --- | --- |
| **Your Name** Please include your name as you would like it represented in your letter. |  |
| **E-mail and phone number** (in case I need to reach you) | **Email:****Phone:** |
| **Course, Semester, Year you had me (English III, Fall, 2015)** |  |
| **Graduation Project**Please provide your topic and community service idea |  |
| **Grades**(Both semesters and Graduation Project) |  |
| **Best Moment in English III (or II if 2nd Semester English III)** Please provide your proudest moment: paper, project, comment in class etc.  |  |
| **Purpose**Why do you want me to write this letter? What is it about me that would prove you’re the best candidate for this school? |  |
| **Contact**Specific scholarship/group: To whom am I writing? General rec: What do you hope to study and accomplish at these institutions? |  |

**Questions**: Do not provide surface-level responses. I want to write you a detailed letter! If you need more room, use additional paper.

1. In writing this letter, please list what points you would like me to emphasize, ideally in order of importance. In other words, what do you believe are your strongest attributes, and how did you actualize those attributes in my class?
2. What did you find most challenging about the curriculum? How did you overcome that challenge?
3. How have you demonstrated leadership both in my class and outside of school? Please take the time to walk me through your extracurricular activities, clubs, organizations, religious activities, etc.
4. Include any other information you want me to highlight.