Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for agreeing to write me a letter of recommendation. In this folder you will find the following:

* IT’S ALL ABOUT ME PACKET: The last page is information related to me in your class.
* Please keep a copy of the letter in case I decide to apply for scholarships
* Please include my first and last name in the letter; Please use Lincoln High School Letterhead

I would appreciate if you could possibly complete the letter of recommendation by November 15.

The list of colleges that I am applying to include:

* University of Rhode Island
* Rhode Island College
* The rest of the schools

All of these schools accept college application. In the next week, you will receive an email from the common app website asking you to complete the recommendation online. Thank you so much for your help.

( If any schools are not common app, please note that somewhere)

Sincerely,

ALL ABOUT ME

1. Personal Information
* Include your full name
* Social Security Number
* Email address
* GPA
* Class Rank
1. Interests/Hobbies
* Your favorite interests and activities and why?
* Your favorite school subject and why?
* Special Classes( Honors/AP/Career Related) With the grade you received
1. Community Service-Most recent listed first (add rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Location | Description of Duties | Dates-(from-to-)\* month and year | Total Hours |
|  |  |  |  |
|  |  |  |  |

1. Activities-High School Related (Most recent listed first) (add rows if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Special Honors |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Activities -Outside of High School( Most recent listed first) (add rows if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Special Honors |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer/Name of Company | Employer/ Company Address | Job Title | Description of Duties | Dates (from-to) Month and year |
|  |  |  |  |  |
|  |  |  |  |  |

1. Volunteering

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Volunteering Location | Address | Type of work | Activities | Total HoursDates(from-to) |
|  |  |  |  |  |

1. College/Career Related Information
* Colleges that your planning on applying to
* First choice for college
* Major in college
* Career Plans in the future
1. SAT/ACT Scores

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Test and the date taken |  |  |  |  |  |  |
|  | Critical Reading | Writing | Math | Subject Test 1 | Subject Test 2 | Subject Test 3 |
|  |  |  |  |  |  |  |

1. Special Awards/Honors/Special Recognitions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Special Honors |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Recommendation Letter Information

* Include your name
* When this teacher had you in class and what you will be remembered for in the class. Examples are grades, material, projects, etc…
* What you learned in the class
* The project, paper , or assignment you enjoyed the most in that class
* What you want the teacher to highlight in this letter of recommendation. Examples personality, drive to learn, aptitude
* Lastly the reason why you chose that student