

RECOMMENDATIONS
INFO REQUIREMENT CHECKLIST
von Bargaen

Name: _____

Steps for getting a recommendation by Ms. von Bargaen:

1. Ask Ms. vB if she will recommend you.
2. If the answer is yes, write your name on the RECOMMENDATIONS LIST in the classroom. Ms. vB will only be actively writing letters for people at one time (the "Active 10."). If you are not one of the Active 10, write your name on the waiting list. If your name is on the waiting list, you will have to wait until other peoples letters are written before Ms. vB will begin your letter.
3. Once you are one of the Active 10, please fill out the questions below to the best of your ability. It is okay if you don't have answers for every section, but you should fill out as much as you can. Feel free to type your responses or write them on a separate piece of paper. Also feel free to attach a resume.
4. Give the answers to Ms. vB. Provide Ms. vB with at least 3 weeks advanced notice before a letter is due to the college or university. If you give less time, less time will be put into writing your letter.
5. Ms. vB will then type your recommendation and submit it directly to the college or common application. A copy of the letter will NOT be given to you.

Questions:

1. What name would you like me to call you in your recommendation?
2. Please describe why you want to go to college/program that I am recommending you for. Why is your continuing education important to you?
3. Why do you think you are a student that the college/program you are interested in should accept? What makes you special?
4. What are some specific projects/labs/exams you did well in, what did you learn, what lab/activity did you most enjoy and why, what work are you most proud of?
5. What was the most challenging activity in class? Why? How did you overcome the challenge?
6. Describe extracurricular activities that you participate in. Sports, clubs and community service are some really good things to put in this section. Include the phrasing that you want me to refer to them as in your recommendation. Explain exactly what you did in these activities, why they were important to you and what you learned from these experiences.
7. Describe any employment or volunteer opportunities you have participated in. Explain exactly what you did, what your responsibilities were, why these opportunities are important to you and what you learned from these experiences.
8. What are your long term education and career goals?
9. Provide at least five words that you think describe you best.
10. Include any other information that you want me to know.