

Choir Senior Letter of Recommendation Info

Name _____

I am happy to write you a letter of recommendation. Please provide me with the following information and give me at least two weeks advance notice. Thanks! Ms. Zemlin

1. Attach any special form that is supposed to be filled out – be sure the part you are supposed to fill in is done (your name, any signatures, birthday, and so on...)
2. The name of the school to which you are applying and the address and contact person's name.
3. If necessary an addressed, stamped envelope
4. Check to be sure this recommendation does not have to come from a teacher of one of the four academic “core” areas (Math, Social, Science, English). I have noticed some of the forms are beginning to specify this.
5. Your GPA, both weighted and un-weighted: _____ and _____
6. Your class rank: _____ out of _____
7. List all school activities in which you have participated, including any special honors received within those activities:

8. List all volunteer work and/or church activities in which you have participated:

9. List any jobs you have held:

10. What are your post-secondary goals?

11. List any special circumstances which might affect your application or financial status for college (if that information would help me to write the letter):