

Faculty:

1. In order to assist you in writing a meaningful letter of recommendation, this student has been asked to provide you with:
 - A completed student information worksheet.
2. Your evaluation should reflect personal knowledge you have gained about the student through your classroom or extracurricular involvement. Do not include a “laundry list” of the student’s achievements; speak only to those areas where you can address criteria such as:
 - Scholastic activity
 - Motivation
 - Reaction to criticism
 - Initiative
 - Emotional Stability
 - Personality
 - Integrity
 - Cooperation
 - Maturity
 - Leadership qualities
3. You may also wish to include:
 - Examples or anecdotes to illustrate character or judgments of the student.
 - A comment about the accuracy of your first reaction to this student. Do you still feel the same? Why?
 - The reason why this particular school is a match for this student.
 - Your phone number for further information.
4. Please upload the letter on Mount Olive High School letterhead to Naviance. Please be sure to include an electronic signature on your letter. If you require assistance with Naviance or need to obtain a copy of our letterhead, please do not hesitate to contact the Guidance Center at extension 7300.
5. If a student requests a hard copy of the letter, please send an email to tgrossberndt@mtoliveboe.org granting permission.



**A letter of recommendation
may help open many doors.**

Mount Olive High School Guidance Center



Letter of Recommendation Request Worksheet

Student:

Follow the tips below when requesting a letter of recommendation.

- Carefully read the instructions regarding letters of recommendation in your college application(s). Take note of how many letters you can submit and who is eligible to write a letter for you. Sometimes colleges will ask for letters of recommendation from specific people, such as one from a Math teacher or an English teacher.
- Teachers should know you well and know about the quality of work you've done in their class. Admissions counselors want to read about your academic talents, character and motivation within the classroom.
- Complete the student information worksheet on the right as completely as possible.
- Make an appointment to ask the teacher to write a letter of recommendation for you. DO NOT leave this request form in a teacher's mailbox without speaking directly with them.
- Provide teachers with plenty of time to write the letter. Allow AT LEAST 4 WEEKS before your application deadline.
- All letters of recommendation will be submitted electronically to the guidance department.
- All transcript request forms must have the teacher's initials in the appropriate box indicating that your letter has been uploaded to Naviance.



Student Information Worksheet

Student's Name: _____

Teacher's Name : _____

Subject: _____

1. Future Goals (college major, career, etc.):
2. Name(s) of colleges or other post-secondary specialty schools to which you will be applying:
3. What do you remember about this teacher's class and your participation in it? Highlight a paper, project, or other examples of your achievement. What did you enjoy about the class and how did it influence your growth as a student:
4. Additional information about your background, hardships or personal strengths that have impacted your academic performance and may impact your success in college.