

Request for Recommendation from Mrs. Klosky

Letters of recommendation will be mailed directly to the college/university. If you are applying for early decision and need to take your letter with you, it will be sealed and signed across the back of the envelope. This will show the college/university that you have waived your right to read the letter. Admissions offices often look for this because it shows honest reflection by the teacher.

Your recommendation will be written within two weeks as soon as I receive the following information in electronic format sent to vklosky@pinerichland.org:

1. Your "Brag Sheet" or resume to include the following information:
 - a. All AP classes you have taken
 - b. All school or other activities you have participated during your high school years
 - c. Any employment experience you have gained during your high school years
 - d. Any volunteer work you have done during your high school years
 - e. Your intended major, if applicable and why you have chosen this area of study
2. List of colleges/universities where you would like to have your letters mailed- please include pre-addressed envelopes.
3. The answers to the questions below

Questions:

- a. List all classes you have taken from me during your tenure at PR
- b. Describe two of your strengths that you believe helped you perform well in my class
- c. Describe two things that you struggled with during class. How did you overcome these difficulties
- d. What is one thing about you, your personality, and/or this class that you would like me to mention in your letter.
- e. What made you ask me for a letter of recommendation