

THE GW COMMUNITY SCHOOL

9001 Braddock Road • Springfield • Virginia 22151

[Today's Date]

[Your Address]

Dear [Teacher, Principal, Coach, Boss, Mentor, Etc.]:

The goal of a letter of recommendation request is twofold. The first goal is to show the person you are asking that you genuinely appreciate them taking time and effort to make you look good and help you get into college. You show this through the politeness and formality of your letter. The second goal is to remind the person of all the good activities, accomplishments, acts of service, clubs, etc. you have been a part of throughout your high school career. The advantage of including this information is that they can then easily reference your strengths when they are writing the letter. Plus, the person gets to see what you view as important about your high school experience, which helps them focus their writing around what you want them to focus.

So, when you write your request, include the following:

- A brief paragraph addressing how you know the person and the nature of your relationship with them.
- A brief paragraph that explains why you think this person would do a good job writing a recommendation for you.
- An honest evaluation of high school career. Discuss struggles, skills and accomplishments from all four years and **include specific examples that the person directly witnessed**. For example, you would mention your participation on the basketball team in a letter to Mr. Goldie, but probably not in a letter to Mr. Hartman.
- A list of **the dates they need to send the recommendation to Mrs. Sinichko**.
- A sentence thanking the person for their time.

Sincerely,

[Your Name]