Letters of Recommendation from Mr. Wilson

If I agree to write the letter please follow the directions below.

Please provide me with the following information (you may send via email):

School(s): Should the letter be generic or written to a specific school? If it is for a given school, include:
- Name of university/school/institution
- Address
- Name to whom it should be addressed
- Program of study

Purpose: Is the letter for admission, an award, a scholarship or a job?

Requirements:
- Is there a length requirement?
- Are there specific criteria or aspects of your character that I MUST address?
- Is there a form I need to fill out? Please include it and make sure that you have already written your personal information in **yourself**.
- Should it be sent to the school or given directly to you?
- *You must provide a stamped, addressed envelope for <u>each letter</u> if I am to send it via US Mail.*

Points of Pride: Tell me briefly what it is you would like me to focus on in your letter. "Whatever you want!" is NOT an answer. Think about:
- What aspect(s) of yourself do you most want the school to know?
- Consider asking each writer to focus on a different idea, so that all of your recommendations don't sound the same.
- Provide **specific** details about times when you've exhibited your most admirable characteristics.
- **Math students**: include your GPA and mathematics curriculum (honors, college-prep, AP?) and also any scholastic achievements
- List anything else you want mentioned: awards, community service, etc.

Timeliness: Teachers lead busy lives. In addition to writing your letter, I have classes to teach, a family to care for, graduate coursework to complete, a team to coach, meetings to attend, etc. Allow me **two weeks** from the date that I receive all of your information to complete your letter. I will not RUSH a letter because you failed to ask me with enough time before a deadline. Thank you!

Note to students: I will not begin to write your letter until I receive all of the necessary information.