

LETTERS OF RECOMMENDATION

If you would like to request a letter of recommendation from me (Mrs. Clemens) here is the procedure:

- **You must first ask if I will do so!** Don't just assume or give me a form or put it in my mailbox! You can ask in person or by email (Clemens.d@beaconk12.org)
- **All requests must be made by August 10, 2017.** I WILL NOT WRITE YOU A LETTER OF RECOMMENDATION AFTER THIS DATE!!!
- **You must give me a "resume" to help me to complete your recommendation.** This can include any of the following:
 - The standard guidance recommendation form (see attached) *also include your personal email address
 - A resume of your own creation which includes the information I have requested below
 - Your resume can be submitted as a hard copy or electronically.
 - If you are going to ask for a recommendation after school has ended, it must be submitted to me via email.

What will you get from me?

- I will write you a letter of recommendation which can also later be used for:
 - The Common Application
 - A scholarship application
- I will email you the recommendation prior to the start of the school year for you to check over.
- On the first day of school you will be able to pick up your letter of recommendation.
- If you need a letter of recommendation for a scholarship later on I will adapt the letter for that purpose.

Who will I write a letter of recommendation for?

Here are a few examples: (You do not need to have all of these but some are expected)

- Students who participated in class (examples include: took notes, refrained from using cell phones, asked questions, and answered questions)
- Students who generally completed their homework on time
- Students who attended review sessions or came for extra help during the school year
- Students who exhibited a great amount of effort in the course
- Students who performed well on the Regents and/or the AP exam

What information should be on your resume?

*Only include information from your high school career unless you have been participating for a longer term (i.e. Dance 7 years)

- Your personal email address
- List of the clubs you belong to and length of time you have belonged to them
- List of the community service organizations you belong to both in and outside of school and how long you have belonged to them
- List of the sports teams you participate in and the length of time you have belonged to them
- Whether or not you belong to National Honor Society (It's not a deal breaker if you are not a member)
- Advanced courses taken and planning to take senior year
- Anticipated college major
 - **Note: This information will get you a better recommendation than the guidance form.**

Even if you decide not to ask me for a recommendation, it is a VERY good idea to start this process early. Consider asking teachers if they will write you a letter of recommendation prior to the end of the school year or as soon as the school year begins. This is not an area to procrastinate on!