College Recommendation Letter Questionnaire K. Kelley

Please complete the following information and return this form to me NO LATER THAN one week before you need your recommendation letter.

1. What is your name?
2. In what context do we know each other? (Example: “I was in your Advanced English 10 class, 2013-2014).
3. Why did you choose me to write your recommendation? (Use the back if you need more space.)
4. Describe an incident in my class that you think exemplifies your performance / attitude / interests as a student. (Use the back if you need more space.)
5. Is there any particular trait of yours that you’d like for me to emphasize in this recommendation letter? If so, give an example of a time I would have seen you manifest this trait in class. (Use the back if you need more space.)

1. If possible, attach your resume to this worksheet.