You say you’d like Appel to write a letter about and for you….

* These letters are quite time consuming and difficult to write. The better this form is filled out, the better the letter I am able to write. Each section is required if you would like me to write a letter for you.

General characteristics of you the student

* In the following charts, please check any box that applies to you the student

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completes all required work on time |  |  | Comes to tutorial to seek help when needed |
|  | A leader within the class |  |  | Asks questions in class when needed |
|  | More intelligent than most students in class |  |  | Offers ideas during class discussions |
|  | A great member of any group |  |  | Completes all work at a very high level |

Unique characteristics of you the student

* Nearly every student that asks me for a recommendation letter checks the same boxes you just checked. I cannot write a letter about those characteristics because you will sound like every other student. It will not help you get into college. Also, the letter may be so generic that it hurts your case getting into college.
* Below list two or three characteristics you have that are not in the list above. These are characteristics that must have been demonstrated in class, so I can accurately write about them.

|  |  |
| --- | --- |
| **Characteristic** | **From seeing you in class, how would I know you have this characteristic? Basically, tell me more.** |
|  |  |
|  |  |

**--Continued on the next page--**

Specific occurrence during class

* Colleges like to hear personal stories about students. They like to have a mention of something specific that happened during class, so they know the letter isn’t just a copy and paste letter.
* In the space below, write about something that happened in class you would like me to include in the letter. It should support the characteristics you wrote in the previous section. Do not include any characteristics from the very first section of this form. I don’t need an essay, just a handful of sentences.
* In the space below, write about why the college(s) you’re applying to should choose you instead of everyone in your class. In other words, how are you different than everyone else?

Due Dates

|  |  |
| --- | --- |
| **Earliest Due Date** | **Form must be completed and received by Appel on or before this date** |
| November 1 | October 10 |
| November 15 | October 20 |
| January 1 | December 1 |
| Any other date | One month before due date |

1. What is the earliest due date for a letter due to be received by the college(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
     
   What college(s) need the letter by this date?

If the completed form is received after the date in the chart above, your letter will not arrive to the college(s) by the date you wrote in Q1.  
  
If the form is incomplete, a letter will not be written.