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| **I am happy to write you a letter, with the following conditions:**1. **You have been a student in my class for at least 9 weeks**.  This gives me a chance to get to know you before writing on your behalf.
2. **You provide me with a resume or CV that tells me about you inside and outside of school**.  This is important because it provides me with insight about the things you do and are involved in that I might not otherwise get from speaking with you in class. Include relevant courses you have taken, clubs/organizations you are involved in, any offices you have held, community service, and any awards you have received.
3. **You provide me with a list of 10 adjectives that you feel describe you**.  I use these to help guide my writing.
4. **You provide me with a statement that tells me what you plan on doing after high school/college**.  This gives me a sense of the direction you'd like your life to go once you leave SRHS.
5. **You tell me exactly what you are applying for**: I need the name of the scholarship/internship/university, as well as the name of the person I am writing the letter to so I know how to format my letter.
6. **You ask for your letter at least 2 weeks in advance of the deadline you need it for**.  Do not ask the day before and expect me to write a glowing recommendation.
7. **Any forms or online forms I need to fill in should be brought in or emailed to me**.  Make sure you have signed any forms that require your signature.
8. **If something must be mailed, bring an envelope and stamps.**  I will not provide you with stamps or stationery.
9. **Finally, give me a deadline.**I will NOT write a letter of recommendation without a deadline attached to it.  Trust me when I tell you this is more for your benefit than it is for mine--without a deadline, I will not make your letter a priority to get done.
10. **If you want to see an example of what my CV/resume looks like:** you can go to the “Information about the instructor” Folder on Edmodo and read through my CV or go to the “Internship opportunities and resume CV examples” to see a student example and look at internship opportunities

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