

Sample Letter to Provide to Recommending Teachers

Hi Mrs. Sellers,

Thank you so much for agreeing to write a college letter of recommendation on my behalf!

As I mentioned to you when we met, I am applying to a bunch of different colleges. Only two of the colleges use the Common App and you can submit one copy of your letter of recommendation for all of these schools by logging into the “Recommender” section of the Common App website after you receive an email invitation from me (<https://www.commonapp.org/Login>).

For the other two colleges, I have included a postmarked envelope where each letter of recommendation needs to be sent. I am applying Early Action to San Diego State University and to the University of California San Diego, and the deadline for their letter of recommendation is sometime in the Fall I will let you know later.

The reason I asked you to be my recommender is because I loved your AP English class, and because you are familiar with my work ethic and academic abilities. Below are a few things you should know about me before writing my letter:

- I got a perfect score of a five on my AP World History test my sophomore year.
- I am the current treasurer of the Flying Norsemen Ultimate Frisbee team/club. I am the current Vice President of the Orange Nation TV club, where we live stream every home football and basketball game with commentary. And I am part of the link crew program that I know you used to be part of.
- I have known to be a good leader and have lead students in many school projects throughout my high school career .
- I always volunteered to pass out papers in your class.
- Everyone in my digital arts class was tasked for creating a new design for our schools PE shirts and shorts with the best design getting the honor of having their design on the clothes, and mine was selected for the front of the shirt and the shorts.
- I made it to ASB my Junior year.

I hope these points are helpful to you as you write the letter; however, do feel free to focus on other topics related to my in-class performance that you think the college might like to know.

Again, thank you for your time. I know how busy you are and I really appreciate your help. Please let me know if you have any questions or if I can be of any help – nickyousif98@gmail.com

With gratitude,
Nicholas

