**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **General Recs: Info & Questions**

**Email** *(you check regularly)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cell phone #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After I have agreed to complete your recommendation, please thoroughly answer the following questions and send this completed doc back as an attachment to [susan.phillips@wheelermagnet.com](file:///D:\Recs%202021-2022\College%20Rec%20Required%20Questions\susan.phillips@wheelermagnet.com) ASAP at least 2 weeks before the deadline. If I have several recs to complete, I will do it on a "rolling" basis…meaning, the earlier it's returned, the more time will be devoted to your recommendation.

If you do not comply, be prepared to face the consequences (it's happened before). I will NOT complete last-minute requests. PERIOD. Teachers are not obligated to do college recs, so please be respectful of my time.

-Mrs. Phillips

P.S. This is NOT an FRQ! Be as honest and truthful as possible. The purpose of the questions is for me to gain insight so that the recommendation I write is unique to only you.

**QUESTIONS: *Please answer in 11 pt medium to dark blue font***

1. **People who know me well would use these words to describe me:**

**2. My strengths as a student are:**

**3. Describe yourself in 3-5 adjectives and provide a brief example of how each word applies to you.**

Example: I am very creative. I work on the school newspaper and had some of my photos featured in a publication.

**4. List/describe accomplishments, awards and achievements regarding academics.**

**5. List/describe extracurricular activities related to school.**

**6. List/describe any extracurricular activities outside of school.**

**7. GPA- Unweighted: Weighted: Science classes GPA:**

**8.** **What is your proudest *personal* accomplishment? (be specific)**

**9. What do you believe were your strengths in my class that you would like me to highlight (please use specific examples)?**

**10. What were your challenges in my class (and/or other academic areas)? What are you doing (or have done) to improve?**

**11. Tell me why you are applying to this institution/program and why you would be a good choice.**

**12. Is there any other information you would like to share with me and have me include in your letter of recommendation? For instance, any obstacles or hardships that you have had to overcome (or in the process of doing so)? Is there any information you would like for me to emphasize in the recommendation so the institution can make a more accurate appraisal of you?**