



TCS RECOMMENDATION LETTER CHECKLIST

TIMELINE

<ol style="list-style-type: none"> 1. Ask letter writer for recommendation 2. Email writer recommendation fact sheet 3. Give writer friendly reminder of due date 4. Follow up with letter writer to make sure there are no problems or questions 5. Send letter writer a Thank You Note 	<p style="text-align: right;">2 weeks before deadline</p> <p style="text-align: right;">2 weeks before deadline</p> <p style="text-align: right;">1 week before deadline</p> <p style="text-align: right;">3 days before deadline</p> <p style="text-align: right;">1-2 weeks after deadline</p>
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- Fill out a fact sheet for EACH recommendation letter you request. For multiple requests (college admissions and scholarships) fill ONE out completely, except for the name of the scholarship or college, deadline, address, etc. and save to your desktop or in Google Docs. Make appropriate changes for additional recommendation letter requests. Email the Recommendation Letter Fact Sheet to each writer and save a copy for future use. The Recommendation Fact Sheet can also be printed and given to the writer.

- The Recommendation Letter Fact Sheet needs to be filled out carefully and accurately. Paper copies of the Recommendation Letter will be in the Secondary Office.

TCS RECOMMENDATION LETTER FACT SHEET

Student Name: _____

Name of College/scholarship: _____

Deadline for application: _____

Purpose of letter (check one): College Admissions Scholarship

If for a scholarship, focus of letter? (Academic, leadership, community service, athletics, other)

COLLEGES to which you are applying (in order of preference):

- | | | | |
|----------|-----------------------------------|----------------------------------|--|
| 1. _____ | Accepted <input type="checkbox"/> | Waiting <input type="checkbox"/> | |
| 2. _____ | Accepted <input type="checkbox"/> | Waiting <input type="checkbox"/> | |
| 3. _____ | Accepted <input type="checkbox"/> | Waiting <input type="checkbox"/> | |

Area of INTEREST or intended MAJOR (in order of preference)

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Academic/Rank Information:

Current GPA: _____

Current Class Rank: _____ out of _____

SCHOOL ACTIVITIES:

Extra-Curricular(sports, choir, band, orchestra, theater, etc.):

- 12th: _____
11th: _____
10th: _____
9th: _____

Organizations/Clubs (Include any office or leadership roles):

- 12th: _____
11th: _____
10th: _____
9th: _____

What extracurricular activity or organization has been the most meaningful to you and why?

Honors and Awards:

Leadership positions outside of school(Boy/Girl Scouts, church, work):

COMMUNITY ACTIVITIES

Religious/Civic Organizations:

Community Service and Volunteer Activities:

Work Experience and Responsibilities:

FOUR ADJECTIVES THAT DESCRIBE YOU:

Include any additional information you feel would be helpful for the person writing you letter.