

Example Cover Letter - Student Requesting Recommendation Letters From Teachers and Counselor(s)

October 1, 2009

Request for Recommendations for College Admission *Anna Johnson*

Dear Counselor or Teacher,

I would like to request your help with college admission **Letters of Recommendation** and **Recommendation Forms**. If you would, please complete forms and letters on my behalf for the colleges listed below. I really appreciate your help.

<u>College</u>	<u>Requested Information</u>
1. Two Rivers College	Recommendation Form – Online Common App.
2. Metropolitan University	''
3. University of My State	''
4. Eureka University	''
5. Futures College	Paper Recommendation Form - attached
6. Horizon College	Paper Recommendation Form - attached
7. University of the Americas	Recommendation on school letterhead

For the online Common Application recommendation forms, I will “invite” you through the Common Application website in the next few days so you will be able submit the recommendations.

Regarding the paper recommendation forms, I would like to ask for these forms to be returned to me in “official” sealed envelopes so I can mail all my application materials together to each college (mailing the required documents in one envelope should reduce the chance of my paperwork getting lost). However, if you would rather mail the forms directly to each college, please let me know and I will be happy to provide self-addressed, stamped envelopes.

My college major will be Biology. My hope is to earn a degree that prepares me for a career in medicine. If you would, **please include in your recommendations a discussion of my academic success, leadership role in science club, and the years of science and math tutoring I provided to elementary school students.** These leadership and tutoring activities demonstrate a history of interest and involvement with people and science that I would like to communicate to college admissions officers.

In order to help you complete the requested forms and letters, I have included a copy of my student résumé. This résumé shows I am an all-around serious student and a contributing member of my school and community.

I would like to ask if you could submit my recommendations online or return the paper recommendations forms to me (or mail them directly to the colleges yourself) by October 27, 2009. Some of my college applications are due November 1, 2009 and I would like to make sure all supporting documents are completed by the required deadlines.

I will be available to answer questions anytime at school or at home (my e-mail is college4annaj@yahoo.com and my phone numbers are 555.555.1234 (home) and 555.555.4321 (cell)). Please let me know if there is anything I can do to help with this request.

Thank you, again.

Sincerely,

Anna Johnson