

RECOMMENDATIONS

Edgerton

I am happy to write letters of recommendation as long as you do adequate preparation and you keep your requests to a reasonable quantity. Make certain I qualify as your recommender and that your classroom performance was both positive and noteworthy.

Firstly, please understand I only write *confidential* recommendations (i.e. if you mark “I do NOT waive my right to access this recommendation” I will not write a recommendation for you). I expect to mail or email my letter these directly to the intended recipient rather than hand it over to you. In special cases I will give students a recommendation in an envelope that is both sealed and signed across its front with the understanding it will remain sealed. I will not write you another letter if you open the envelope.

Bring or send me the following at the time of your request (at least two weeks before it is due):

- A cover letter explaining *why* you are applying for this particular award/appointment;
- A current résumé (student activities, academic, work, volunteer);
- A copy of your high school transcript (unofficial is OK);
- Informational materials about the organization (what they are looking for in a candidate, their mission statement, etc.);
- Application forms for this award/appointment with your information typed in the appropriate places (assuming the organization requires such a form); and,
- An envelope (addressed and stamped) of sufficient size to mail the materials (unless the letter is to be submitted online).

You must follow the above guidelines and allow me at least two weeks for me to write you a letter or complete recommendation forms.