

MOORESTOWN TOWNSHIP PUBLIC SCHOOLS

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www.mtps.com/hs

RECOMMENDATION LETTER REQUEST

If you believe that you put forth your best efforts in my course, then you may request a letter of recommendation from me. If you are interested in having me write a letter, please send an email to Mr. Wilczewski as soon as possible preferably no later than 3 weeks before the first letter is due at an admission office. In addition, you must stop by my room and complete the information spreadsheet that I use to complete and track your letters.

rwilczewski@mtps.com

In your email, please use your full name (as you wish it to appear on the letter) followed by the words "Request for a letter of Recommendation" in the subject line and type the following questions and answer them thoroughly. You may do this in the email body or as a file attachment.

Your Name:

What grade will you enter next year?

Will I be receiving a Common App or other request for online submission?

What are your top three college choices? Why? (If you currently have no idea, then just give a description of what you'd like in a college.)

What do you think (or know) that you will choose as a major? Why?

List every sport, club or other activity in which you engaged in during your high school career, include the number of years in which you were involved in this activity.

What are your best 3 qualities as a student?

What are some non-academic interests that you have?

What are three things you gained from participation in the course or courses you took that are taught by Mr. Wilczewski?