

Dear Student (Who is desiring a Letter of Recommendation from Ms Biggs),

★ Please do this part I as soon as possible - this summer would be good, and nudge me every couple of weeks (with an email) to be sure I am getting it done.

- The items I ask for below can be emailed. NO NEED FOR ANYTHING FANCY: phrases, bullets, or sentences...whatever works best for you.
 - Remind me which chemistry course(s) and which semester(s) you took them with me.
 - Tell me what courses you took during your junior year and what courses during your senior year.
 - What **really** takes up your time (not all the clubs you are in....but what is it that takes up a good chunk of your time.
 - Tell me what you think you might want to study in college,
 - ✓ why that subject
 - ✓ how you have come to this conclusion
 - ✓ what characteristics do you have that make you think this is the right career path for you?
 - *(Here is the most important part.)* Take some time and tell me what I should have learned about you when we were together in class that would allow me to write a positive recommendation about you. (This is when you really “toot” your own horn. But do it accurately. Provide me with some adjectives that describe you that you think I should have learned about you.)
 - Any life experiences that were transformative that might help me understand better what makes you, you....
- I would like to read a copy of your major college essay, (TYPED) it can even be a rough draft. I am just looking for more insight into what makes you tick so I can write a better recommendation.
- Get me all set up with your Naviance account.
- If there are schools that cannot be done electronically, please provide me with envelopes
 - ✓ They should be peel and stick envelopes – not the lick type.
 - ✓ Return address: Sue Biggs, NHS, 380 Elm St, Northampton MA 01060.
 - ✓ Put your name with the recommendation due date on the back flap.

The sooner you get ALL this in, the more likely your recommendation will be sent on time. My expectation is that you would give me an absolute minimum of two weeks (that includes at least two weekends)

All materials you provide for me will remain confidential.

Biggs