

Request for Letters of Recommendation for University Applications or Scholarships

If you would like Mr. Cardwell to write a Letter of Recommendation for your College, University, or Scholarship Application(s), please:

1. Provide **all** of the information requested on this form in your “initial request.”
2. Attach a “brag sheet” or “resume” or “CV”
3. E-mail both items #1 & 2 to me at mcardwell@kamsc.k12.mi.us. Please send the material from an e-mail address that you actually monitor, so that I can communicate with you if I have additional questions. Yes, I have had students actually send me requests and then not check their e-mail for my replies ☹
4. Follow up as soon as you can with any specific forms for the schools or scholarships that need them, per the instructions on this form. **This includes entering my information into the common app, so that they e-mail me the appropriate info for you. This also includes an appropriate link, fax number, or pre-addressed envelope for any non-Common-App recommendations you want sent.**

The idea here is basically a 2-stage process. First, I will write a general letter of recommendation for you that I will plan to use for the Common App. Then, if certain schools or scholarships have specific forms, I will fill those out separately and attach a customized version of the general letter to them. Obviously, if the school-specific or scholarship-specific forms require other things, then I will do that once I have the correct forms.

I hope this is obvious, but please do not ask me (or anyone) to write letters for applications you are not committed to completing (on time) yourself.

I will do my best to meet the deadlines you need for your applications. That said, I will prioritize these on a FIFO ☺ basis. I strongly encourage you to get an early start on the process overall and to take care of all your external requests (letters of rec, transcripts, etc...) early in your process.

A few specific facts that may help you:

- A letter submitted as part of the Common App will go to ALL schools that use the Common App. This is fine 98% of the time, but be aware that a Common App letter will not normally include the name of a specific school or program. Therefore, you should tell me if:
 - you are applying to only one common app school and you want me to handle this differently, or
 - you are saying different things to different Common App schools (for example, applying for different majors or programs).
- Some scholarships seek very specific information about your community service, your involvement in certain academic interests outside of school, your athletic accomplishments, etc... Please make sure I have that information.
- Kalamazoo Foundation Scholarship applications are read by different committees for each scholarship. If you are applying for more than one of these, please provide a separate form for each one.

Remember, the better the job you do providing info, the better the job I can do with your letter. You do NOT need to feel constrained by the space provided on this form, feel free to add.

What's important about you? I will read your brag sheet. The question here is, “what are the three things that you would pick out about yourself, your experience, or your interests that are the three most important things you would like to see emphasized or highlighted?”

Remind me of anything that may have happened in my class (or in any other interaction I've had with you). You don't have to be overly detailed with this, but the schools and scholarship committees love examples and anecdotes from teachers to support the good things we say about you. I teach 130-140 different students every year. It is very easy (but not very useful) for me to finish a letter, submit it, and THEN think of a great anecdote or example a day or two later. You can help with this.

What else do I need to know? Tell me anything that'll help me do a good job representing you and advocating on your behalf.

Please attach your “brag sheet”, resume or CV to this form (or to the e-mail you submit).