Dear

The following is a description of my perception of my involvement in your class as well as some other information about me that may be helpful in writing my letter of recommendation. Thank you so much for your help!

- Subjects/Grade Levels of the class(es) you taught me

- Five adjectives I use to describe myself (in or out of the classroom)
  - One or two stories to explain these

- Examples of my leadership in your classroom or how I contributed to the classroom community

- My greatest achievement/personal strength in your class and why it is important to me

- A challenge I overcame in your class
- Skills I have developed or improved from this class

- Favorite topic covered in class and why

- My academic interests/future college majors I have considered

- How I’ve grown in your class, academically and/or personally

- Additional information
  - Whether my grade reflects my performance, any special circumstances, etc.