

## RECOMMENDATIONS

Germanis

I am willing to write letters of recommendation as long as you do adequate preparation and you keep your requests to a reasonable number. Please consider carefully before asking me to write a recommendation for you (I *will* be honest!).

Firstly, please understand I only write *confidential* recommendations. I expect to mail 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 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.  
You must follow the above guidelines and allow me at least two weeks for me to write you a letter or complete recommendation forms.