

## Recommendations

What does Ms. Jennings require in order to write a rec for YOU?

1. Write out a page of your attributes and accomplishments. I will use it in order to write the letter. Do not expect me to remember ANYTHING. And this is no time to be humble. Include a list of adjectives about yourself, the shows you have been in, the crew leadership positions and your community involvement/volunteer experience.
2. Include a stamped, addressed envelope. I prefer to mail the recommendation myself, so that they know that I was not influenced by thinking you would be seeing the letter.
3. Put a post-it on the top of these items that clearly states the date you need to have the letter mailed.
4. Bug me about mailing it. Remind me as many times as you need to. I will not be irritated. It is YOUR responsibility to be sure your request is mailed on time.
5. If I cannot honestly write a good recommendation for you, I will tell you that in advance, so that you can ask another teacher instead.
6. Please give me as much advance notice as possible.

Thanks for your help. SPJ