# College Recommendation Packet for Mrs. Sferra

I plan to write all college letters in the order I receive these completed packets. Please do not delay in returning them. Unless we have previously agreed otherwise, I require a minimum of **four weeks notice** to write and mail letters.

*Instructions:*

1. Fill out page 2-4 of this packet. Print it out and give it back to me, or share it on google drive. If the letter can be uploaded through Naviance (most can), you do not need to include the mailing address on page 2.
2. Enclose a stamped, and a fully addressed envelope for each college that requires a mailed letter. Please put the return address as my name at the high school, not your house, so if there is a problem it will be sent back to me. Use a paper clip to keep all of them together .
3. If any school asks for my information, include it as written below

 **Name**: Mrs. Meredith Sferra **Title**: Teacher of Science

 **Secondary School**: Montgomery High School

**School Address**: 1016 Route 601 Skillman, NJ 08558-1799

**Teacher’s Phone**: (609)-466-7602 **Teachers E-mail**- msferra@mtsd.us

1. **Please make sure to waive access to see this letter on all application forms. If access is not waived I will be unable to mail or upload the recommendation.**
2. Drop off envelopes to me as soon as possible so I can mail any recommendations that need to be sent.
3. Relax and wait for your college acceptance letters to arrive!!

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class You Took With Me: \_\_\_\_\_\_\_\_\_\_\_\_\_

Grade you received in class (whole year): \_\_\_\_\_

**Colleges to which you are applying:** *Please list each school in the order you like them. The first school should be your first choice; the last should be your last choice.*

| **Name of School** | **Mailing Address** | **Does school use common app?** | **Can be submitted on Naviance** | **Letter due date** | **Date letter sent (leave blank)** |
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Please answer the following questions honestly and with as much detail as possible. Your ideas go a long way in helping me put concrete supporting details in your letter. Those details make a recommendation letter go very far with admissions committees. Feel free to brag… it helps me brag about you!

1. Why do you want me to write a letter for you?
2. What topics / units did you enjoy most in biology? What did you like about them?
3. What skills / habits make you a strong biology student?
4. What about your work in biology are you most proud of (be specific if possible – what projects, labs, activities, etc showed off your talents best)?
5. Give an example of a time in biology when you had a challenge to overcome. Explain what you did to overcome your challenge.
6. Imagine that you are my ghostwriter for your own recommendation letter. What would you say about yourself? Include both strengths and weaknesses.
7. Do you already know what field(s) you will focus on in college? What about those fields appeals to you?