

Example Cover Letter

Student Requesting Letters of Recommendation From Teachers

September 29, 2011

Request for Recommendations for College Admission **Anna Johnson**

Dear Teacher,

I would like to request your help with college admission **Letters of Recommendation**. If you would, please complete the Online Teacher Evaluation Form, Teacher Recommendation Form, and Letter of Recommendation for the colleges listed below. I really appreciate your help.

<u>College</u>	<u>Requested Information</u>
1. Two Rivers College	Online Teacher Evaluation Form - Common App.
2. Metropolitan University	Online Teacher Evaluation Form - Common App.
3. University of My State	Online Teacher Evaluation Form - Common App.
4. Eureka University	Online Teacher Evaluation Form - Common App.
5. Futures College	Online Teacher Evaluation Form - Common App.
6. Horizon College	Teacher Recommendation Form - attached
7. University of the Americas	Recommendation on school letterhead

For the online Common Application Teacher Evaluation Form, I will “invite” you through the Common Application website in the next few days so you will be able submit your Form online.

Regarding the Teacher Recommendation Form for Horizon College and letter of recommendation for the University of the Americas, I would like to ask for each of these documents to be returned to me in an “official” sealed envelope so I can mail all my application materials together to each college (mailing the required documents in one envelope should reduce the chance of my paperwork getting lost). However, if you would rather mail the form and letter directly to Horizon College and University of the Americas, please let me know and I will be happy to provide pre-addressed, stamped envelopes.

My college major will be Biology. My hope is to earn a degree that prepares me for a career in medicine. If you would, **please include in your recommendations a discussion of my academic success, leadership role in science club, and the years of science and math tutoring I provided to elementary school students**. These leadership and tutoring activities demonstrate a history of interest and involvement with people and science that I would like to communicate to college admissions officers.

To help you complete the requested recommendations, I have attached a copy of my student résumé and unofficial grade transcripts. My résumé and transcripts show I am an all-around serious student and contributor to Washington High School and the local community.

I would like to ask if you could submit my recommendations online or return the paper recommendations to me (or mail them directly to the colleges yourself) by October 27, 2011. Some of my college applications are due November 1, 2011 and I would like to make sure all supporting documents are completed by the required deadlines.

I will be available to answer questions anytime at school or at home (my e-mail is college4annaj@yahoo.com and my phone numbers are 555.555.1234 (home) and 555.555.4321 (cell)). Please let me know if there is anything I can do to help with this request.

Thank you, again.

Sincerely,

Anna Johnson