Please answer each question completely and submit this form electronically to Mr. Matheny at [mathenyr@issaquah.wednet.edu](mailto:mathenyr@issaquah.wednet.edu) . Then, bring the following materials to Mr. Matheny’s office in 2409.

* **The application forms and materials**, with the *deadlines clearly indicated* and the relevant portions filled in. If the application asks whether you waive (give up) your right to view the recommendation letter, we recommend that you agree to waive it, guaranteeing that the letter is candid and trustworthy. Letters for students who do not waive their right to view it are taken less seriously or ignored.
* **A pre-addressed envelope with proper postage** if the letter needs to be mailed.

*\*When the question says “3rd Person POV,” I want you to write that way. It saves me time during the rec letter writing process if I can cut and paste text. For example, I write “Ross is writing this document right now” to speak about my actions in the 3rd POV.*

1. What is the deadline for this letter of recommendation?
2. Who exactly should this letter be sent to (name, mailing address/email, etc.)?
3. What position are you seeking? Where? With what institution? (3rd Person POV)
4. Describe yourself as a student, explaining strengths and areas of weakness. (3rd Person POV)
5. Explain your career interests and aspirations. (3rd Person POV)
6. Describe your extracurricular activities and their significance. (3rd Person POV)
7. What skills, qualities, or previous work experience qualifies you for this position? (3rd Person POV)
8. Who else is writing you a letter of recommendation for this position? How do you know that person?