

# Layton High School

440 Lancer lane, Layton, UT 84041

## Senior Recommendation Letter VITA for Your Teacher

**Directions:** This completed form must be given to your teacher at least FOUR TO SIX WEEKS prior to the date that your letter of recommendation is due (do not include weekends and holidays).

**Please email all VITA pages to your teacher; supply a hard copy and then check to that it has been received!**

**Name:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**What Colleges are you applying to that need this rec letter:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FIRST DUE DATE FOR REC LETTER:** \_\_\_\_\_ **Phone # and Email:** \_\_\_\_\_

**GPA:** \_\_\_\_\_ **ACT:** \_\_\_\_\_ **SAT:** \_\_\_\_\_

Please complete the following questions, Be thorough and specific!

- Describe in detail why you have chosen me to write this letter and include the following using multiple paragraphs:
  - Identify specific skills, knowledge or experience you gained in my class.
  - What was your contribution to the learning environment?
  - How well did you work as a leader or group member in class?
  - Describe a memorable moment and how it relates to the class content.
- What areas and strengths do you wish to highlight about your performance in the classroom?
- Describe any weaknesses or challenges you have as a student.
- Describe your goals for the future. Include your intended college major and career interests. Explain how your classes at LHS have prepared you to meet those goals.
- Describe something unique about you and list the values you consider to be important.
- Explain why you have chosen to apply to these colleges.
- What do you consider the most important thing you learned at Layton High School.
- If possible, please include a copy of a paper, a writing sample or an assignment that you completed while you were in my class.
- Complete your list of college and related information on the back of this form.