



Mr. Dante's Requirements for Letters of Recommendation

In agreeing to write a letter of recommendation, I commit to representing you in writing to the institutions you choose. I make this commitment because you have demonstrated your dedication to your own education. Our goal is to help you find the institution that will meet your needs as a scholar and an individual.

You must remember that my efforts stem wholly from my desire to assist you, as my job does not require me to write recommendations for students. Also keep in mind that I will be similarly engaged in assisting other students during the school year. Finally, I have the needs of my current students to meet. Therefore, it is essential that you help facilitate this process.

I require that all students seeking letters of recommendation do the following:

- Research your choices diligently. Take advantage of all of your resources and keep an open mind. If you decide to apply for early decision or early action, let me know immediately.
- Complete a personal evaluation. In a typed letter, tell me why you are an ideal candidate for the institutions to which you will be applying. Be sure to include any aspects that you want emphasized—such as creativity, maturity, commitment—based upon the criteria set by the institutions. Make specific references to your time in my class, reminding me of specific contributions you made during class. The more detailed my recommendation is, the stronger it will be. Tell me about any interests or activities outside of my class that might be relevant in my letter.
- Prepare all materials for application, including your personal evaluation, at least three weeks before the postmark deadline.
- Address and stamp all envelopes. Use the following return address:

Guidance Department
Holmdel High School
36 Crawfords Corner Rd.
Holmdel, NJ 07733

I recommend that you type your envelopes—both the address of the institution and the return address using labels or printing directly on the envelopes.

- Fill out all of the required forms, including my name, my position (English teacher), my telephone number at school (732-946-1832), the school address (36 Crawfords Corner Rd., Holmdel, NJ 07733), my email address (sdante@holmdelschools.org), and the length of our relationship.
- Enclose these materials in a 9" by 12" Manila envelope.
- Tape to the outside of the Manila envelope a list of the institutions to which you are applying, whether they require their own application or common application, and their respective deadlines. I will write recommendations for up to ten schools. A list greater than ten suggests to me that you have not researched your choices well enough.

Be certain to follow these directions completely as I will return packets that are incomplete!

I look forward to being part of this process with you. Please inform me of the results as it is exciting for me to know which school you will be attending. Best of luck with your senior year!