

REQUEST FOR A LETTER OF RECOMMENDATION

(from a current S-TESL instructor only – one form per instructor)

School of TESL instructors receive frequent requests for letters of recommendation. Instructors are not obligated to write letters of recommendation and reserve the right to deny a request.

Please help them help you by being respectful of their time and by:

- providing complete information on this form
- providing a self addressed stamped envelope
- providing the instructor with at least two weeks to complete your request

Requests for letters of recommendation cannot be faxed or emailed to your instructor as a self-addressed stamped envelope (SASE) is required. If the instructor no longer works at the School of TESL, you must contact the instructor privately.

Part A: Personal Information

Student's Name (at the time of study) _____

Current Mailing Address: _____

Phone _____ Email: _____

Part B. Educational Information

Instructor from whom you are requesting a letter of recommendation: _____

Dates of study: _____

(Four Week Intensive students: include Month and Year, Evening or Online students include Quarter and Year).

Are you a graduate of the STESL Certificate and/or Endorsement program? YES NO

Accurate course titles **AND** grades of the classes completed with this instructor:

Course Name and Number	Grade
_____	_____
_____	_____
_____	_____
_____	_____

Titles of the major course projects you completed in the above-mentioned course(s) (i.e. unit plan, SWBAT, grammar point, methods project).

Your previous educational background:

Your previous relevant employment:

Specific future ESL direction (overseas, public schools, adult education, other):

Is this letter for a specific job? If so, give details...

Is there anything specific you want the instructor to highlight?

Please:

- Allow at least two weeks for your instructor to complete your letter.
- Include a stamped envelope.
- In general, instructors write only one letter of recommendation for a student. We strongly recommend scanning and saving this letter as an electronic document for future printing/emailing.

Sign Below:

By signing, I give the instructor named above in "Part B" permission to write and speak freely of my strengths, weaknesses, and potential as a teacher of English to speakers of other languages.

Student's signature

MM/DD/YYYY

Mail your **SASE** and Letter of Recommendation Request Form to:

The School of Teaching ESL
Letter of Recommendation Requests
9620 Stone Ave N., Suite 101
Seattle, WA 98103 USA