

If you are a current or former math student of mine, I am happy to write a recommendation letter for you (as long as we have time to complete it before any deadlines).

Here are some things to know about recommendation letters from me:

- The process usually takes 2-3 weeks, so please contact me by email about your letter early.
- I typically write 30-50 recommendation letters each year, so I can only produce a single version of your letter which we would use for all your colleges, internships, and scholarship programs. Given the number of letters I write, I cannot support writing custom versions of letters for individual colleges or programs.

Here is the process...

1) You email me requesting a letter and providing the information I'll need to write your recommendation. In the information you provide (either in the text of the email or as an attached resume or both) please include all of the following:

- What major will you be studying in college?
- What career(s) are you thinking about?
- Please send your 'resume' showing as much detail as possible about extracurriculars: sports, music/fine arts, jobs, internships, volunteering. Especially highlight things that show leadership or are related to your area of study in college.
- Tell me what makes you unique compared to other great students at DV? What should we highlight and make the focus of your letter?
- Are there any deadlines for the letter?

Please include as much detail as possible. I won't necessarily include everything you send, but by sending everything with details I can pick and choose the things that will produce the strongest letter.

2) I write a first draft of wording for your recommendation and email it to you to look over so you can comment on any inaccuracies or things we need to fix.

3) When you email me back your comments, I update the letter if needed and once I have final wording, I put it on school letterhead in PDF form.

4) To submit the recommendation, you (usually) need to indicate me as a recommender in Maia or directly with colleges, internships, and scholarships so they send me an email with a link I use to directly submit your recommendation.

The whole process usually takes 2-3 weeks, because I can usually only work on recommendations during the weekends.

Thanks!
Mr. Felling