

I am happy to write letters of recommendation for outstanding students. However, to write the best possible letter for you, I need some information from you well in advance (at least three weeks) of your first application deadline.

Send me an email with your name, the year you had my class, whether you took CP, HP or AP Biology, and the period you took my class. Then, give me one packet with hard copies of all of the following at least three weeks before your first application deadline (please do not give me an incomplete packet):

1. a clear list of due dates, with the first one highlighted
2. two or more examples/anecdotes from your time in my class that demonstrate one or more of your strengths; was memorable; and/or helped you grow in personal or academic ways
3. an unofficial San Rafael High transcript
4. your score on the AP Biology exam and the SAT Subject test in Biology (if applicable)
5. a brief resume of your accomplishments and strengths
6. your expected major, if you have chosen it, and why, including future career plans (if chosen). It is fine to be "undecided"!
7. appropriate paperwork from the college(s) (e.g. teacher recommendation form), filled with as much information as possible, including my name and contact info; sign the form and check the waiver box (making my letter confidential and more authentic) include self-addressed stamped envelopes where needed.