

Guidelines for College Recommendations

If you would like a recommendation letter from Dr. Matsko, please follow these guidelines.

1. Remind me of the courses you had with me, the grades you got, and the semester you had the courses. Don't just rely on your memory, please check your transcript!
2. Provide stamped envelopes addressed to the appropriate office. Include the return address: IMSA, 1500 W. Sullivan Rd., Aurora, IL 60506. Please note that I have licked my last envelope. There are envelopes which you can peel and seal. **Find them! They are required!** In addition, you only need to fill out, **sign**, and date **one** Common Application. I make photocopies of this application when it is complete.
3. What colleges/programs are you applying to? You should have filled in the appropriate form from the CAC office.
4. Why do you want to attend these particular colleges/programs? This should be a few good paragraphs – I will use some of your text in the recommendation letter, such as “In discussing her application with her, Jane remarked that....” I'd like some great things to say! You do not have to write different paragraphs for different schools/programs unless you have something particular to say about an individual school.
5. Why are you particularly qualified for these colleges/summer programs? What makes you stand out? I will also use excerpts from these paragraphs in your letter. Again, no need for different paragraphs for different schools unless necessary.
6. Is there anything else you'd like me to include which hasn't already been addressed?

To write a letter, I must receive answers to these questions, in electronic form, at least **three weeks** before the date the letter is due. Please send the information to vmatsko@imsa.edu. Visit www.vincematsko.com (click on IMSA) for a copy of these guidelines.