Letters of Recommendation Procedure

POLICY:   
My policy is to write letters of recommendation for students who earned an A in my course.

The reason I’m asking for this information is that I want to write as comprehensive a letter as possible, and this information will allow me to do so.  In order for me to expedite a letter of recommendation, please, in as much detail as possible, provide the following:

* Your transcripts – unofficial is fine.
* A link to your current and updated LinkedIn profile
* Any other personal statements which will provide input about you
* Request me as your recommender on your Common App (mostly private schools)
* After the letter has been written, please, within 48 hours, mail a written thank you:
* Susan Berston, Business Department, Cloud 106, City College of San Francisco, 50 Phelan Avenue, SF 94112
* Favor: Please check your email often during the process – and respond to me immediately with answers to my inquiries. You will see that the letter I write is detailed and comprehensive.
* Please provide all links, names, addresses (if necessary) of people to whom I will be writing letters. A single spreadsheet, detailed and organized, is a good idea.

 Please answer the following questions (unlimited word count -- whatever works for you):

1.       Tell me your story as if I were meeting you the first time.  I have kept this question open ended deliberately.

2.       Which business leader inspires you? Why?

3.       How did you become interested in business/economics?

4.       Discuss any honors project(s) you’ve completed at CCSF.

5.       What business books have you read, and what area of business/economics interests you most?

6.       What was your high school experience like?  How did you end up deciding to come to City College of San Francisco?

 7. How have you contributed to the student body at CCSF?

8. Why are you applying to each school? Please research each school’s program and let me know (so I can include it) how each fits into your narrative and goals.