



Golden Gate

PHILHARMONIC

A San Francisco Youth Orchestra

LETTER of RECOMMENDATION GUIDELINES

If you are an eighth grader or a high school senior, this information could be important to you. Or, at any age, you might need a letter to apply to a music camp or special program. Sometimes I even write letters for faculty!

Every year I receive requests from students, parents and faculty needing letters of recommendation. I am happy to do this, providing you follow these guidelines.

- (1) Please give me at least a week's lead time. (Last minute desperate appeals are the pits. If I am to do an effective letter for you, I need time to think about it!)
- (2) Provide in writing:
 - (a) name and title of the person to whom the letter should be addressed
 - (b) name of the institution to which you are applying
 - (c) full street address of that institution, including zip
 - (d) a short resumé of your qualifications (saves me time)

In the case of people applying to public high schools in the City, I always write a personal letter to the Orchestra Instructor, so that he/she will have a heads up on that student well in advance of the student's arrival.

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