Letters of Recommendation Procedure

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
* Current Resume
* 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 note to:
* Susan Berston, Business Department, Cloud 106, City College of San Francisco, 50 Phelan Avenue, SF 94112

 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?

 How have you contributed to the student body at CCSF?