

## **LETTER OF RECOMMENDATION REQUEST**

If you need a letter of recommendation from your counselor, please complete this form in its entirety. Once the form is complete, please schedule an appointment with your counselor to review the form and discuss your needs.

**Letters of recommendation take approximately ten working days to complete.**

Student Name \_\_\_\_\_

ID # \_\_\_\_\_

Name of school(s)/scholarship(s) for which letter is needed

Date letter due

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So that your counselor may write you a quality letter that will distinguish you from other applicants, please take your time to think about and respond to the following questions. Do not write what you think is the “correct answer” or what you think colleges want to hear. Instead, please respond honestly and in ways that genuinely reflect who you are, what you think, and how you feel. Please feel free to type your answers on a separate sheet of paper if you wish to do so.

1. Is your high school academic record an accurate measure of your ability and potential? If not, what do you consider the best measure of your potential?

2. Are there any circumstances in your life that may have impacted your academic performance? If so, please explain.

3. What are your proudest academic AND personal accomplishments?
4. What job experiences do you have? Which jobs have been especially meaningful?
5. Describe your experiences as a leader in and out of school.
6. What volunteer experiences do you have? Which experience was most meaningful? Why?
7. What skills/hobbies/interests do you have?
8. What extracurricular activities have you participated in? Why did you choose/enjoy those most?
9. What was most challenging about your high school experience and why?
10. What life experiences have been most influential? (travel, family, education, etc.) Please describe.

11. What do you consider your greatest strengths and weaknesses?

12. What motivates you?

13. What do you plan to major in AND what influenced that choice?

14. What sets you apart from the other students in your graduating class?

**Students: Please share the following section with your parent/guardian.**

As colleges and scholarships become more competitive, it is necessary to create an accurate and comprehensive profile of your student in a letter of recommendation. Parents/Guardians can provide the most in depth picture of a student complete with anecdotes and background information. We would appreciate it if you, as parent/guardian, would please take a few moments and address any, or all, of the following questions on a separate sheet of paper or on the back of this form. Once completed, please have your student submit your feedback along with this form to the counselor. We thank you in advance for your support of your student and this process.

1. What do you consider to be the outstanding accomplishments of your student during the past three years?
2. If you had to describe your student in 5 adjectives, what would they be?
3. Are there any unusual or personal circumstances which have affected your student's educational experiences?
4. Describe any early childhood passions/talents that are still evident in your student's life today.
5. How would you describe your student's outlook on life?
6. Does your student have any hidden/unknown talents?
7. Please share any anecdotes exemplifying your student's maturity, responsibility, creativity, independence, enthusiasm, leadership, trustworthiness, involvement, personal strength, dedication, peer relations, sense of humor, or any other special characteristics.