

LETTERS OF RECOMMENDATION REQUEST

Letters of Recommendation are required as part of the application for entrance to most private colleges. They are also required for many scholarship applications. Students often assume that teachers, counselors, and principals know them well enough to write an effective letter of recommendation without sharing any personal information. However, what we know often does not constitute the kind of information necessary to write a comprehensive letter of recommendation. Therefore, providing the following information is essential and should be turned into your counselor **FOUR WEEKS PRIOR** to the date it is due.

READ ALL SECTIONS AND COMPLETE.

AFTER COMPLETION, MAKE AN APPOINTMENT WITH YOUR COUNSELOR OR WHOMEVER WILL BE WRITING YOUR LETTERS OF RECOMMENDATION FOR COLLEGE AND/OR SCHOLARSHIP APPLICATIONS.

1. A **typed or neatly written** (in ink – not pencil) Information for Letter of Recommendation questionnaire. (See attached form)
2. Teacher/Coach Recommendation Form. (See attached form)
3. Parent/Guardian Letter. (See attached form)
4. Your personal essay:

You must share who you are. Include information about the following:

- Your goals and aspirations and why you have chosen them.
- Your parents (jobs, education, divorce, remarriage, expectations of you, influence upon you, how you spend time with them).
- Siblings (ages, colleges attended, influences upon you).
- Activities and how much time you spend on them, awards you've won, positions you've held, jobs, responsibilities. How much have these influenced who you are today?
- Church, community/volunteer activities, travel experiences, hobbies, and leisure activities. Remember to always relate these back to how they have shaped your life and who you have become.
- What type of student are you?
- What have you done that you are proud of?

INFORMATION FOR LETTER OF RECOMMENDATION

This is an extensive questionnaire that you are to fill out thoughtfully. The information is requested so that those writing your letter of recommendation will be able to do so in the best and most complete way possible. Please complete all sections of this form (type or print legibly) in as comprehensive a manner as possible. The clearer you are able to communicate your special qualities to us, the better the recommendation will be. You may attach your personal resume.

When you have completed this form, make copies so that you can give one to every person you ask for a letter of recommendation. (Be sure to provide the person with a stamped, pre-addressed envelope and the official recommendation form if the college requires one). Please give it to the person who is writing your recommendation at least **FOUR WEEKS PRIOR TO THE DATE IT IS DUE.**

PERSONAL INFORMATION

Student's Full Legal Name _____

Date of Birth _____ Phone Number () _____

Address _____

Father's Name _____ Employer _____

Mother's Name _____ Employer _____

Do you live with both parents? _____

How many siblings do you have? _____ At home _____ Attending College now _____

Test Scores: SAT Verbal _____ SAT Math _____ SAT Writing _____ ACT _____

SAT Subject Test(s) _____

Name of person/organization to which this recommendation should be addressed? _____

Purpose of Recommendation _____

Which colleges have you chosen or are considering? Why? _____

What do you hope to gain from college? _____

What would you want to be sure that a college admissions office knows about you?

What college majors are you considering? _____

List the vocations or careers are you considering? Why? _____

Why did you take the high school courses that you took? _____

What were your best subjects? _____
Worst? _____
If you received low grades, why? _____

Name a class that has had special meaning to you or that you have enjoyed in your high school years and explain why. _____

How does your family background relate to your educational goals? _____

Explain any financial need _____

List 3-5 adjectives that best describe you and set you apart from your peers:
Personally _____
Academically _____

List your extracurricular **school** activities (i.e. sports, clubs), awards, and honors. Be specific. (Examples: Varsity Baseball, 3rd base, MVP or Drama production, lead in play) (You may attach a resume in the same format that describes your activities.)

9th Grade

10th Grade

11th Grade

12th Grade

List your extracurricular **outside of school** activities, awards, and honors. Be specific. (Examples: Job, church, hobbies, volunteer work, lessons).

9th Grade _____

10th Grade _____

11th Grade _____

12th Grade _____

What is your most important extracurricular activity and why? _____

List any special skills or talents that you have _____

Describe any single accomplishment of which you are most proud and why you take special pride in it. _____

List any significant travel experiences you have had. _____

What did you do over the last two summers? (i.e. programs, camps, activities, employment, community service)? _____

Is there anything special or unusual about your family...cultural background, brothers, sisters, experiences together?

Please give a personal quote that has meaning to you (your philosophy of life, your ideals, your goals, etc).

***You may continue your answers on another sheet of paper if necessary, and attach to this form.**

Student Name _____

ID# _____

TEACHER/COACH RECOMMENDATION

Name of person completing form _____

How long have you known this student? _____

In what capacity? _____

A) Intellectual Ability and Achievement

1) How would you rate the candidate as to academic ability and motivation?

	1 (poor)	2	3	4	5	6 (great)
Ability						
Motivation						

2) How would you rate his/her English expression in:

	Poor	Below Average	Average	Above Average	Excellent	Superlative
Speech						
Writing						

B) Character and Personality

In making the following ratings, please keep in mind that they will be used to compare this student with other students. Please make them as realistic as you can in comparison with your college preparatory students. We recognize that you may not be able to rate with the precision implied by "top 2 or 3 percent." The figures are rough guides only.

	No Basis for Judgment	Below Average	Average	Good	Excellent (Top 10% but not 2 or 3%)	Truly Outstanding (Top 2 or 3%)
Energy and Initiative						
Independence						
Originality						
Leadership						
Self-confidence						
Warmth of Personality						
Sense of Humor						
Concern for Others						
Reaction to Criticism						
Reaction to Setbacks						
Respect Accorded by Classmates						
Respect Accorded by Faculty						

Name of Student _____

ID# _____

**PARENT/GUARDIAN COMMENTS (Brag Sheet)
SCHOLARSHIP/COLLEGE RECOMMENDATION**

1) What do you consider to be the outstanding accomplishments of your child during the past three or four years? Why did you select these as most important?

2) In what areas has your child shown the most development and growth during the past three or four years?

3) What do you consider to be his/her outstanding personality traits?

4) If you had to describe your son/daughter in five adjectives, what would they be?

5) Are there any unusual or personal circumstances which have affected your child's educational experiences or personal experiences?

*Please feel free to use a second sheet of paper if your comments do not fit into the space provided.

Name of Counselor

Parent Signature