

Senior Personal Fact Sheet
Requesting a Letter of Recommendation
HHS Counseling Department

Student's Name _____ Email _____

Phone Number _____

Intended College, Major or Area of Interest: _____

Instructions:

- *On a SEPARATE sheet of paper type or print your answers to the following questions. When complete, return it to your school counselor.*
- *You don't need to answer all questions, just the ones you want your counselor to know more about as it relates to your letter or recommendation.*
- *Your counselor is looking for details, not necessarily excellent writing; so feel free to use bullet points.*
- *Staple this Fact Sheet to your answers.*
- *Keep in mind the more personalized your answers are, the more personalized our letters of recommendation can be!*
- *Give 2 weeks for an excellent letter of recommendation to be completed.*

Respond to the following:

1. How would you describe yourself? How would a friend describe you?
2. What aspect of your high school years have you enjoyed the most and why?
3. Tell me about one significant activity (may include community service, athletics, music, clubs, etc.) that you have been involved in. What was your role in the activity and what impact has it had on you?
4. List any awards or special recognition you have received. What impact did this acknowledgment have on you?
5. Please list your community service experience(s). Describe your involvement and time commitment.
6. Why should college admissions choose you over another candidate? What will you contribute to their campus? (Examples may include academics, activities, travel, athletics, hobbies, personality traits, work experience, etc.)
7. What aspects of your academic experience would you wish to have pointed out as strengths and why?
8. Describe any circumstances that might have affected your school performance, positive or negative.
9. The class I enjoyed the most isand why?
10. The hobby/ pastime I enjoy the most isand why?
11. If you have had a job in the past two years, where did you work and what were your responsibilities? Why did you like or not like this job? How long did you work there?
12. What is your Career or Education goal?
13. What colleges are you applying to?
14. Why did you pick these particular colleges to apply to?
15. Leadership: Please describe any leadership positions you have held (elected or non-elected) and explain the role you played. What did that leadership experience mean to you?