

DELTA HIGH SCHOOL LETTER OF RECOMMENDATION

General Guidelines

- Read application instructions carefully.
- Give the writer a stamped properly addressed envelope.
- Give the writer any forms that need to be sent with the letter.
- Indicate deadline.
- Request a letter well in advance of the deadline– the writer should have a minimum of 2 weeks to write the letter.
- Check back to see that the letter has been mailed.
- Recommend the writer save a copy.
- Write a Thank You Note shortly after the letter has been completed.**

Selecting Writers

- Select people who know you well and show interest in you (i.e., teacher, activity advisor, job supervisor, youth minister, volunteer coordinator, etc.)
- Ask your counselor to help you select people to write for you.
- Select people who are familiar with your potential and your achievements.
- Select teachers whom you have had as instructors in an academic subject.
- Ask teachers with whom you have had more than one class (when possible).
- Select people who could best explain your extra efforts in school or on the job.
- Ask the person how they feel about writing a good recommendation for you.

**DELTA HIGH SCHOOL
SENIOR INFORMATION SHEET**

*Remember: The more information you complete the more detailed/personalized your recommendation will be.

Name _____

Academic Information

1. Test Score Information

SAT Reasoning

Date:		R		M		W	
Date:		R		M		W	

SAT Subject Test

Date:		Subject		Score	
Date:		Subject		Score	

Future Dates for: SAT _____ SAT Subject _____ ACT _____

AP Tests and Scores

AP Subject	Score

**2. Do your SAT/PSAT/ACT scores reflect your academic potential?
If not, explain:**

3. Does your high school transcript accurately reflect your academic potential? If not explain:

4. What majors or fields of study are you considering?

5. Explain briefly why you have chosen this major and/or career.

6. Favorite courses in high school:

7. What would you consider to be your areas of academic strength?

8. Tell about the academic achievement of which you are most proud. What makes it stand out above other things that you have done?

9. Who is your role model and explain why:

10. What makes you unique? How would you distinguish yourself from other students in the senior class?

11. Describe any special talents you have.

12. Describe your most positive personality/behavior characteristics.

13. What do you consider to be the most important things in life?

14. Are you the first person in your family to attend college?

15. Please share any other information that would be helpful, such as obstacles you have overcome or challenges you have experienced.

16. List three words to describe yourself:

ACTIVITIES SECTION

<p>List and detail all school activities in which you have participated (include any leadership positions):</p> <p>Grade</p>	<p>List and detail sports in which you have participated:</p> <p>Grade</p>
<p>List and detail out of school activities (community service, Scouts, tutoring, church volunteer, etc.)</p> <p>Grade</p>	<p>List and detail significant travel experiences you have had:</p> <p>Grade</p>
<p>List and detail work experience</p> <p>Grade</p>	<p>List and detail all awards and honors</p> <p>Grade</p>