



Requesting a Letter of Recommendation

When requesting a letter of recommendation:

1. **Pick someone who knows you well.** Colleges are looking for personal insights and academic abilities.
2. **Plan ahead.**
 - A. Complete your resume. Include:
 - Experiences inside and outside of school (employment, volunteering, community service)
 - Involvement in clubs, activities, sports and/or student government
 - Honors and awards
 - B. Be prepared to discuss with your teacher/counselor:
 - Future goals
 - Plans for college or other post high school education or training
 - Special interests, hobbies, or talents
 - Your strengths and challenges
 - Activities you particularly enjoy
 - What sets you apart from your classmates
 - Any particular challenge that you met in your high school years
 - Any other information you think would help the person writing your recommendation
 - C. Complete the *Self Evaluation* on the reverse side.
3. **Make an appointment with your teacher/counselor and allow at least 4 weeks for the letter to be written.**
 - A. Take your resume and *Self Evaluation* form to your meeting.
 - B. If you are not applying online, provide your teacher/counselor with a copy of your resume, *Self Evaluation*, and any required college forms, along with a stamped, addressed envelope for each college.
4. **Be sure to write a thank you note to the person who took the time to write the recommendation for you.**

Student Self Evaluation

Use this form when asking your teacher or counselor to write your letter of recommendation.

FIRST NAME / LAST NAME
PLEASE PRINT CLEARLY!

GRAD YEAR _____

TODAY'S DATE _____

****If your personal statement is ready, please attach a copy to help us get to know you better!**

Cumulative GPA _____

Best scores: SAT CR _____ M _____ Wr. _____ ACT Eng. _____ M _____ R _____ Sc _____ Comp _____

Teachers who know me well: 1) _____ 2) _____

Rate yourself compared to other students (check the box which best describes you)

	Below Average	Average	Good/Above Average	Excellent / Top 10%	Outstanding / Top 5%
1. Academic Achievement					
2. Extracurricular Accomplishments					
3. Personal Qualities and Character					

CHARACTER/ PERSONALITY	Below Average	Average	Good	Excellent (Top 10%)	Outstanding (Top 2 or 3%)
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect accorded by faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Four words my counselor/teacher could use to describe me to colleges (give specific examples for each):

1)

2)

3)

4)

Tell us something you would like colleges to know that they can't get from looking at your application or resume. What makes you unique?