

STUDENT RESUME FOR LETTER OF RECOMMENDATION

I hereby request _____ to write a letter of
(counselor's/teacher's name)
recommendation for me to be sent to colleges and/or scholarship agencies to which I apply.

- I understand that teacher / counselor recommendations are confidential documents and hereby waive access to them.
- I acknowledge my obligation to be honest with my counselor and with the colleges to which I am applying.

** PLEASE GIVE THIS COMPLETED FORM TO THE PERSON(S) WHOM YOU ARE REQUESTING THE RECOMMENDATION FROM **AT LEAST ONE TO TWO WEEKS PRIOR** TO THE DUE DATE.

Student's Name (please print clearly): _____ Date: _____

1. College/scholarship(s) applying for: _____

2. Intended college major: _____

3. Father's College/Vocational Experience: _____

Mother's College/Vocational Experience: _____

Are you a "first generation" college student? (will be the first in your family **to attend and graduate from a university?**) Yes / No

4. List major sports/activities. Include grade levels/awards/leadership in each:

5. List work experiences. Include job position and company, specify dates of employment, length of time employed and average hours worked per week: (you may list babysitting younger siblings here if this applies)

6. List volunteer activities or community projects that you organized or participated in. Include dates and average hours donated:

7. What are your academic/career goals? Why? How do you hope to be different 4 to 5 years from now if you go to college?

8. What are your true strengths? Why should a college choose you to be part of its student body? Give examples that illustrate these strengths. Responses can come from academics, activities, athletics, hobbies, your personality, work experience, etc.

9. Write down four words that you feel describe you best:

10. The accomplishments you are most proud of are... (Please include things from both school and other areas of your life, including special talents, interests, hobbies, etc.)

11. Are there any obstacles you have overcome that you would like to share? (*examples*: subjects you've had difficulty with? Personal / relationship / family struggles such as parents divorced, raised by single parent, foster care? Tried to play a sport, learned to play an instrument, or been part of a team and overcame obstacles?)

12. Three personal qualities you like about yourself are...

13. The most difficult aspect of school for you has been... (A certain subject? AP or Honors classes? Working while attending school? Responsibilities at home that may have interfered with school?)

14. Give specific examples to describe your...

(a) capacity for intellectual growth, academic potential and curiosity to learn

(b) initiative, self-motivation and responsibility level

(c) leadership potential

15. Include any additional information that may be helpful:
