

TUSTIN HIGH SCHOOL
Letter of Recommendation Packet

*Please make a copy. Save this google document and share with your counselor/teacher when completed.
Remember to allow 2 working weeks for a letter or recommendation, so plan accordingly and ask early.*

Last, First Name	
Personal Email Address	
Your Cell Phone #	
First Generation College Student?	YES No

List all colleges you will be applying to along with application due dates

College Name	Due Date	College Name	Due Date

Extra-Curricular and Non-School Related Activities List
(clubs, teams, service organizations, student government, etc.) List most recent first:

Activity	Description of your role or contribution	Grade Level

Athletics
(sports, dance, cheer, colorguard, etc.) Does not have to be school related. List most recent first:

Activity	Description	Grade Level

Leadership Roles
(i.e. president, captain, etc.)

Title/Office	Description of your role and contributions	Grade Level

Community Service Activities

Activity & # of hours	Description of your role and contribution	Grade Level

Work Experience

Location/Position/# of hours	Description of Duties	Grade Level

Special Awards/Honors
(honor roll, CSF, NHS, Scholar Athlete, Tiller of the Quarter, etc.)

Award	Description	Grade Level

Short Answer Open Ended Questions

Please answer ALL the following short answer questions thoroughly.
The more detail you give, the more specific your letter of recommendation can be.

1. Why would you like to attend college? Discuss your career and personal goals.
2. What are you looking for in a college experience? How do each of the schools on your list match what you want?
3. Share about one or two significant activities (clubs, sports, organizations, community service, drama, music, religious group, internships, work experience, etc.) in which you have been actively involved. What skills or life lessons did you learn from it?
4. Are there any particular circumstances, school experiences, or persons that influenced your preparation or motivation to attend college (cultural/financial background, family, teachers, schools you attended)? Please explain.
5. Briefly discuss your academic background. Did you utilize additional support at school, such as tutoring? Do your grades in high school reflect your academic ability or potential?
6. Has your family experienced any financial challenges and/or family hardships? If so, please explain.
7. Admission officers love stories. Please share a story about yourself in ONE of the following areas: Originality, Concern for Others, Leadership, Confidence, Maturity
8. Community disruptions such as COVID-19 and natural disasters can have deep and long-lasting impacts. If you need it, this space is yours to describe those impacts. Colleges care about the effects on your health and well-being, safety, family circumstances, future plans, and education, including access to reliable technology and quiet study spaces. If you wish to share anything on this topic, please use this space to describe how these events have impacted you.
9. Please attach a copy of your college application essay, personal statement, or UC PIQ responses.