JHS Career Center

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We are here to help you with your career decisions, military recruiters, college planning, and a myriad of other activities! When it comes to applying for scholarships and other selective programs, letters of recommendations are an important part of the process. While we wish that we knew each one of you as well as your parents, peers and teachers do, sadly, there are more than 400 unique individuals to each one of us. So, we hope that this process will give us the information that we may be lacking in writing a recommendation letter that will describe you in the best light possible. If you follow the directions and complete your information as required, your college application process will be smoother and completed in a timely manner. We look forward to working with you, and we wish you a fantastic year!

The following needs to be completed ASAP and returned to your counselor:

PRINT neatly using a **black** ink pen, or scan and complete on your computer.

1. Complete your Personal Profile Form, **attach a copy of your resume**.
2. Have a good friend complete the Peer Recommendation Form.
3. Have your parent/guardian complete the Parent Insight Form.
4. **Put your name, teacher's name and counselor's name on the Teacher Recommendation Form** and give it to an academic teacher who knows you well. Ask your teacher to return the form to your counselor's mailbox. If your teacher prefers, she may download it from the server.

This information will be kept on file and is essential in helping us write any type of recommendation for you. **Without this information on file, it may not be possible to write a thorough letter on your behalf.**

The following two tasks need to be completed each time you need a letter and/or transcript.

- Fill out the Recommendation Letter Request Form to your counselor.
- Request a transcript on www.parchment.com which will be filled by Mrs. Dozier.

~ ALL FORMS ARE DUE TO THE CAREER CENTER 10 DAYS BEFORE LETTER IS DUE TO BE PICKED UP OR MAILED ~