

INNOVATION LAB HIGH SCHOOL

LETTER OF RECOMMENDATION PACKET

The purpose of this Letter of Recommendation Packet is to chart and record your academic, personal, social and emotional growth. Please take your time and give yourself the opportunity to write as much about yourself as you can. Be thorough, thoughtful, honest, and candid in your self-evaluation. Strong and complete answers will help your evaluators write a compelling letter of recommendation.

Student Name: _____ Date of Request: _____

Student Email: _____

Important Reminders:

- ◆ Students should submit the packet 2 – 3 weeks prior to their first college application deadline.
- ◆ If you are applying to a school that utilizes the Common Application, please remember to “invite” your Counselor to your account.
- ◆ If you have already written a personal statement or essay, you can attach that to this packet. This can be a great addition which allows your counselor to get to know you a little better!

INSTITUTION INFORMATION

Please list the institutions for which you are requesting a recommendation

College / University / Scholarship Name	Application Due Date	Application Service			
		Common App	Coalition	SendEdu	College Website

IN-SCHOOL ACTIVITIES

Club / Sport / Activity	9 th	10 th	11 th	12 th	Position Held & Year (if applicable)

HONORS OR AWARDS RECEIVED DURING HIGH SCHOOL

Name / Description of Honor or Award	9 th	10 th	11 th	12 th

VOLUNTEER ACTIVITIES

Name of Organization Ex: Sunshine Food Bank	Length of Service Ex: 10 months	Hours / Week Ex: 5 hrs	Description of Work Ex: Stocked shelves, cleaned workroom

WORK EXPERIENCE

Employer	Start Date	End Date	Job Title & Responsibilities

NON-SCHOOL RELATED ACTIVITIES

Activity	Length of Involvement	Honors or Awards	Leadership Position Held

SELF-ASSESSMENT RATINGS

Many college / university applications will ask the evaluator to complete the following questions and rating matrix. How would you rate yourself?

	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	Outstanding (top 5%)	One of the top few I've encountered (top 1%)
Academic Achievement							
Extracurricular Accomplishments							
Personal Qualities and Character							
Intellectual Curiosity							
Contributions to School Community							
Maturity							
Confidence							
Initiative							
Resilience							
Integrity							
Concern for Others							
Faculty / Staff Respect							
OVERALL							

SELF-ASSESSMENT REFLECTIONS

1. What are 5 words you would use to describe yourself?
2. How have you demonstrated a willingness to take intellectual risks and go beyond the normal classroom experience?
3. How would your teachers describe you? Your peers?
4. Do you have any unique skills, hobbies, talents, or leadership abilities?
5. Are there any unusual personal, family, or community circumstances that should be shared?
6. What subject area or major do you think you will study in college / university? Describe what interests you about this field.

TO BE COMPLETED BY PARENT / GUARDIAN

1. What do you consider to be the outstanding accomplishments of your child during the past three years? Why did you select these as the most important? Does not necessarily have to be school or academically related.
2. If you had to describe your child in 5 adjectives, what would they be?
3. Are there any unusual circumstances or events which may have affected your child's educational or personal experiences?