



Senior Personal Fact Sheet
 Requesting a Letter of Recommendation
 RHS Counseling Department

Student's Name _____ Preferred Email _____

Phone Number _____ Counselor Name _____

Instructions:

- On a *SEPARATE* sheet of paper **type** your answers for questions #1-13. When complete, return it to your school counselor. When complete you must submit a typed and printed copy.
- You don't need to answer all questions, just the ones you want your counselor to know more about as it relates to your letter or recommendation.
- Your counselor is looking for details, not necessarily excellent writing; so feel free to use bullet points.
- **Staple this Fact Sheet to your answers.**
- Keep in mind the more personalized your answers are, the more personalized our letters of recommendation can be!

Give 2 weeks for an excellent letter of recommendation to be completed.

List any activities you have been involved in during high school. List any clubs, teams, community service work, jobs, etc.

Activity/Organization	9	10	11	12	Description & Leadership Position(s) Held	Awards Received

List the colleges you are applying to:

College	Intended Major or Area of Interest	Letter of Recommendation Due Date	Comments/Notes

Respond to the following:

1. How would you describe yourself? How would a friend describe you?
2. What is your high school GPA? What is your running start GPA (if applicable)? SAT/ACT score?
3. What aspect of your high school years have you enjoyed the most and why?
4. List any awards or special recognition you have received. What impact did this acknowledgment have on you?
5. Please list your community service experience(s). Describe your involvement and time commitment.

6. Why should college admissions choose you? What will you contribute to their campus?
(Examples may include academics, activities, travel, athletics, hobbies, personality traits, work experience, etc.)
7. Describe any circumstances that might have affected your school performance, positive or negative.
8. The class I enjoyed the most is _____ and why?
9. The hobby/ pastime I enjoy the most is _____ and why?
10. If you have had a job in the past two years, where did you work and what were your responsibilities? Why did you like or not like this job? How long did you work there?
11. What is your career or education goal?
12. Leadership: Please describe any of the leadership positions you mentioned above and explain the role you played. What did that leadership experience mean to you?
13. Is there anything that we have not yet asked that you would like for us to know when writing your letter of recommendation?

Use the text box below to type your answers. There is additional space on the next page. Please number the responses to the questions above.

Use the text box below to type any additional answers to the questions above. Please number the responses.