

Aledo High School

RECOMMENDATION LETTER CHECKLIST

TIMELINE

- | | | |
|----|---|--------------------------|
| 1. | Ask letter writer for recommendation | 2 weeks before deadline |
| 2. | E-mail writer recommendation fact sheet | 2 weeks before deadline |
| 3. | Give writer a friendly reminder of due date | 1 week before deadline |
| 4. | Follow up with letter writer to make sure there are no problems or questions. | 3 days before deadline |
| 5. | Send writer a Thank You Note | 1-2 weeks after deadline |

This is very important – This person just did you a huge favor and you need to acknowledge that!!!

- Fill out a fact sheet for EACH recommendation letter you request. For multiple requests (college admissions and scholarship) fill ONE out completely, except for the name of the scholarship or college, deadline, address, etc. and save to your desktop. Make appropriate changes for additional recommendation letter requests. E-mail the Recommendation Letter Fact Sheet to each writer and save a copy to your desktop for future use. The Recommendation Letter Fact Sheet can also be printed and given to the writer.
- The Recommendation Letter Fact Sheet needs to be filled out carefully and accurately. Paper copies of the Recommendation Letter Fact Sheet are available in the counseling office.

Aledo High School

RECOMMENDATION LETTER FACT SHEET

Student Name: _____

Name of college/scholarship: _____

Deadline for application: _____

Purpose of letter (check one): College Admissions: Scholarship:

If for a scholarship, focus of letter? (Academic, leadership, community service, athletics, other):

COLLEGES to which you are applying (in order of preference):

- | | | |
|----------|---------------|---------|
| 1. _____ | Accepted? Yes | Waiting |
| 2. _____ | Accepted? Yes | Waiting |
| 3. _____ | Accepted? Yes | Waiting |

Areas of INTEREST or intended MAJOR (in order of preference)

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Academic/Rank Information:

Current GPA: _____

Current Rank: _____ out of _____

**Only students in the top 10% will have a rank to report.

SCHOOL ACTIVITIES:

Extra-Curricular (sports, choir, band, orchestra, theater, etc.):

- 12th: _____
- 11th: _____
- 10th: _____
- 9th: _____

Organizations/Clubs (Include any office or leadership roles):

- 12th: _____
- 11th: _____
- 10th: _____
- 9th: _____

What extra-curricular activity or organization has been the most meaningful to you and why?

Honors and Awards:

Leadership positions outside of school (Boy Scouts, Girl Scouts, YEA, work):

Academic Accomplishments:

COMMUNITY ACTIVITIES

Religious/ Civic Organizations:

Community Service and Volunteer Activities:

Work Experience and Responsibilities:

FOUR ADJECTIVES THAT DESCRIBE YOU:

Include any additional information you feel would be helpful for the person writing your letter.

Please save this completed document to your computer. You may either print the form and deliver it to your recommendation writer or e-mail the form as an attachment.