

Letters of Recommendation

- ❖ Letters of recommendation are absolutely crucial in the college admission, scholarship application process. Some employers also request them.
- ❖ Colleges already know the student's GPA and test scores from the transcripts submitted. They are looking for personal insights about the student, the special characteristics that set the applicant apart from the others, qualities that a transcript does not reflect. Teachers, counselors, coaches or club advisors who know the student VERY WELL are the best sources of effective letters.
- ❖ Request letters from a variety of teachers and coaches. This will demonstrate a balance of interests and your strengths in several areas, not just one subject. The most selective colleges will want to see letters written by teachers of your college prep classes (foreign languages, AP/CC classes etc.) who have witnessed your academic strengths. Do not include letters written by family members or peers.
- ❖ Request letters at least two weeks in advance of the date needed. Not only is this a courtesy to the very busy people often asked, but it avoids the stress of rushing at the last minute or not being about to write one at all. Remember, the most successful letters are ones where the writer is able to take the time to make the letter unique as opposed to the "cookie cutter" letter that sounds like all the others.
- ❖ If the letter is to be mailed, be sure to give the writer an addressed and stamped envelope.
- ❖ To help the people you will ask to write the best possible letter of recommendation for you, supply them with the following documents: Request for Recommendation, Parent Brag Sheet, and a Self-Evaluation found on the following pages. Hard copies are available in the Career Center.



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Request for Recommendation

Roseburg High School
400 West Harvard
Roseburg, Or 97470

This form should be filled in by the student and then presented to the person being asked to write the recommendation. The person writing the recommendation needs at least TWO WEEKS' ADVANCE NOTICE. Additionally, it is appropriate to write a "Thank you" note to someone who has written you a letter of recommendation.

Student Name: _____

Due Date: _____

Purpose of the Recommendation:

- Portfolio
- Scholarship
- College
- Employment

Recommendation will be:

- Picked up by Student
- Sent to Career Center
- Mailed by Person Writing Recommendation (Student will include stamped envelope)

Student Information: (Your response to the following will assist the person writing your recommendation. Write or type your information/ answers using your best writing skills.)

Include activities chart and parent brag sheet

1. Describe an experience which has contributed to your development as a mature person since entering high school.



2. List the two or three extra-curricular activities which you have found to be the most meaningful. Explain why each has been important to you.

3. Describe your strengths. (academic, social, personal, hobbies, etc.)

4. Explain a future goal. (educational, career, personal)

Self-Evaluation

The information you provide in this questionnaire can be of assistance to people you ask to write a letter of recommendation. Read the statements below carefully and rate yourself accordingly. Be honest and realistic! Include this document along with the "Request for Recommendation" and a "Parent Brag Sheet."

<i>Ratings</i>	<i>Below Average</i>	<i>Average</i>	<i>Good</i>	<i>Excellent</i>	<i>Outstanding</i>
<i>Ability to organize and use time</i>					
<i>Self-confidence</i>					
<i>Desire to learn new things</i>					
<i>Willingness to take risks</i>					
<i>Ability to get along with others</i>					
<i>Willingness to work hard</i>					
<i>Imagination/creativity</i>					
<i>Ability to express self</i>					
<i>Sense of humor</i>					
<i>Concern for others</i>					
<i>Emotional maturity</i>					
<i>Reaction to setbacks</i>					
<i>Ability to understand new concepts</i>					
<i>Self-discipline</i>					
<i>Growth potential</i>					
<i>Leadership</i>					
<i>Energy</i>					
<i>Motivation</i>					
<i>Warmth of personality</i>					
<i>Personal initiative</i>					

