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 t 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.



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:						
Recom	mendation will be:					
<u> </u>	☐ Sent to Career Center					
	•	se to the following will assist the person writing your ur information/ answers using your best writing skills.)				
Include activities chart and parent brag sheet						
1. Desc	1. Describe an experience which has contributed to your development as a mature person since					
ente	ring 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)



Roseburg High School Parent "brag" sheet

Letters of recommendations can be an instrumental part of college admissions and scholarship selection processes. To help a teacher or counselor write the best possible letter for your son or daughter, please answer the following questions without input from your son or daughter. Please be as thorough as you can. If the space provided is not sufficient feel free to attach additional sheets.

Stı	ident Name:		
Pe	rson completing this form:	Date:	
1.	What do you consider the outstanding accomplishment freshmen year of high school? What makes this/these		
2.	In what areas has your son/daughter shown the most	development and growth in high scho	ool?
3.	In what ways has your child surprised you? Does he/s possible? Does he/she possess an extraordinary talen for many years? Are there "off the beaten path" interextracurricular? Are they collectors of anything? Give	et in something that they have been prests in something academic or	-



4.	If you had to describe your son/daughter in three or four adjectives, what would they be? Give examples of why you choose those adjectives.
5.	What do you feel is the most important thing an admissions or scholarship selection committee needs to know about your child?
6.	If applicable, describe a leadership or service activity your son/daughter has participated in.
7.	Has there been any meaningful school project(s) your child has completed? If yes, please describe.
Ple	ase return this sheet to the person writing the letter two weeks before the letter is needed.

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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."

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



Activities Chart

OSAC Model

Category (School/work/ volunteer)	Title	Frequency	Dates to- from	Hours per week	Total hours	Description

