# Letters of Recommendation
# Student Self-Assessment

Student's Name:_____

Date Needed By:_____

Date Received by Counselor:_____

- **Self-assessment must be typed and submitted to your counselor via email**
- **Request for a letter of recommendation must be made at least 2 weeks prior to needed deadline**

In preparing your letter of recommendation, you will need to provide the colleges/scholarship committees with an overview of your background and achievements. You need to be honest thoughts on the following topics.

**Please be truthful and specific! Be sure to complete each and every question.**

1. School Activities: List the activities you have participated in along with the number of years you were involved in the activity. What have you gained or learned from each activity. Consider personal experiences with each activity, leadership positions held, obstacles you may have had to overcome, etc.

2. List all honors and awards that you have received in school.

3. Outside of School Activities: What do you consider your most important activities outside of school? List jobs (paid or voluntary), community service activities, religious activities, hobbies, travel, music, art, drama, etc. Include the number of years of your involvement and the amount of time spent weekly on the activity. Explain why this activity was significant to you.

4. State one time you had to overcome adversity or a challenge. State what it took for you to overcome the challenge? What character traits did you display?

5. List all honors and awards that you have received outside of school.

6. Describe an academic accomplishment you are most proud of (major paper/assignment, science experiment, artistic project). Explain why you take pride in this accomplishment.

7. List your three most distinguished or admirable qualities and explain each quality. How do these qualities set you apart from your peers?

8. What steps did you take to be successful academically, athletically, personally, etc.?

9. What is something that you haven't stated that you feel is important for a college to know about you?