LETTER OF RECOMMENDATION PACKET

Student Name: _____ Date of Request: _____

Student Email: _____

The purpose of this Letter of Recommendation Packet is to chart and record your academic, personal, social, and emotional growth. Please take your time and give yourself the opportunity to write as much about yourself as you can. Be thorough, thoughtful, honest, and candid in your self-evaluation. Strong and complete answers will help your evaluators write a compelling letter of recommendation.

Important Reminders:

- *Students should submit the packet 2-3 weeks prior to their first college application deadline.*
- *If you are applying to a school that utilizes the Common Application, please remember to "invite" your Counselor to your account.*
- *If you have already written a personal statement or essay, you can attach that to this packet. This can be a great addition, which allows your counselor to get to know you a little better!*
- *If you are applying to a college/university that does not utilize the Common Application, don't forget to request your official transcripts via Parchment!*

INSTITUTION INFORMATION

Please list the institutions for which you are requesting a recommendation

College/University/Scholarship Name	Application Due Date	Application Service			
		Common App	Coalition	SendEdu	College Website
		○	○	○	○
		○	○	○	○
		○	○	○	○
		○	○	○	○
		○	○	○	○

IN-SCHOOL ACTIVITIES

Club/Sports/Activities	9th	10th	11th	12th	Position Held & Year (if applicable)
	○	○	○	○	
	○	○	○	○	
	○	○	○	○	

HONORS OR AWARDS RECEIVED DURING HIGH SCHOOL

Name/Description of Honors or Awards	9th	10th	11th	12th
	○	○	○	○
	○	○	○	○
	○	○	○	○

VOLUNTEER ACTIVITIES

Name of Organization Ex: Sunshine Food Bank	Length of service Ex: 10 month	Hours/Week Ex: 5 hrs	Description of Work Ex: stocked shelves, cleaned workroom

WORK EXPERIENCE

Employer	Start Date	End Date	Job Title & Responsibilities

NON-SCHOOL RELATED ACTIVITIES

Activity	Length of Involvement	Honors or Awards	Leadership Position Held

SELF-ASSESSMENT RATINGS

Many college/university applications will ask the evaluator to complete the following questions and rating matrix. How would you rate yourself?

	Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	Outstanding (top 5%)	One of the top few I've encountered (top 1%)
Academic Achievement	◯	◯	◯	◯	◯	◯	◯
Extracurricular Accomplishments	◯	◯	◯	◯	◯	◯	◯
Personal Qualities and Character	◯	◯	◯	◯	◯	◯	◯
Intellectual Curiosity	◯	◯	◯	◯	◯	◯	◯
Contributions to School Community	◯	◯	◯	◯	◯	◯	◯
Maturity	◯	◯	◯	◯	◯	◯	◯
Confidence	◯	◯	◯	◯	◯	◯	◯
Initiative	◯	◯	◯	◯	◯	◯	◯
Reaction to Setbacks	◯	◯	◯	◯	◯	◯	◯
Integrity	◯	◯	◯	◯	◯	◯	◯
Concern for Others	◯	◯	◯	◯	◯	◯	◯
Faculty/Staff Respect	◯	◯	◯	◯	◯	◯	◯
OVERALL	◯	◯	◯	◯	◯	◯	◯

SELF-ASSESSMENT REFLECTIONS

How have you demonstrated a willingness to take intellectual risks and go beyond the normal classroom experience?

Do you have any unique competence, talent, or leadership abilities?

What motivates you? What excites you?

How would your teachers describe you? Your peers?

Have you ever experienced disappointment or failure? If so, how did you react?

Are there any unusual personal, family, or community circumstances of which we should share?

What subject area or major do you think you will study in college/university? Describe what interests you about this field.

TO BE COMPLETED BY PARENT/GUARDIAN

What do you consider to be the outstanding accomplishments of your child during the past three years? Why did you select these as the most important? Does not necessarily have to be school/academically related.

If you had to describe your child in 5 adjectives, what would they be?

Are there any unusual circumstances or events which may have affected your child's educational or personal experiences?

Parent/Guardian Signature

Parent/Guardian Contact Phone #