

# COUNSELOR LETTER OF RECOMMENDATION

## STUDENT INFORMATION FORM FOR LETTERS OF RECOMMENDATION

If you need a Letter of recommendation from your counselor for your college application, a scholarship program, or some other activity, you need to complete this form. Remember that the teacher writing your recommendation wants to do a good job for you, so it's important that you follow all directions on the following list.

### REQUIREMENTS FOR LETTER OF RECOMMENDATION

- 1. PARENTS:** Please write a statement about your student's strengths and uniqueness, using specific examples & personal anecdotes.
- 2. STUDENTS:** Write a statement about your strengths and uniqueness, being sure to use personal experiences to illustrate ideas. (Or include copy of college essay).
- 3. STUDENT:** Complete this Counselor Letter of Recommendation Form carefully and include as much information as possible. Use a separate piece of paper if necessary. The style and form of these statements are not of great importance, but the content, quality, and specific examples are. Be as comprehensive as possible. Your recommender will appreciate the information and will be able to write a stronger letter for you.
- 4. STUDENT:** return parent statement, student statement and completed form to counselor writing recommendation **at least one month before recommendation is needed.**
- 5. INCLUDE THE FOLLOWING:**
  - 1) The official recommendation form from the college.
  - 2) The essay from your college application.
  - 3) Provide a double stamped envelope with proper address. Be sure to put 2 stamps on envelope...extra postage will be required for the Secondary School Report form.
- 6. Order Transcripts.**

**Remember to thank the person writing your recommendation.**

### **PERSONAL DATA SECTION (Please use a separate sheet of paper where necessary)**

**Full Legal Name:** \_\_\_\_\_ **Soc.Sec. No:** \_\_\_\_\_  
**Parent's Name:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_  
**Father's Employer:** \_\_\_\_\_  
**Mother's Employer:** \_\_\_\_\_

**Test Scores:** PSAT Verbal: \_\_\_\_ PSAT Math: \_\_\_\_ PSAT Writing: \_\_\_\_ SAT Verbal: \_\_\_\_  
SAT Math: \_\_\_\_ SAT Writing: \_\_\_\_ SAT II (1) \_\_\_\_; (2) \_\_\_\_; (3) \_\_\_\_

List colleges where you are applying for admission: \_\_\_\_\_  
What subjects are you considering for your college major? \_\_\_\_\_

What Career are you considering? \_\_\_\_\_

What experience have you had in this career field? \_\_\_\_\_

What are your best subjects? Why? Use specific examples of depth of understanding in class work and problem solving: \_\_\_\_\_

What are your most difficult subjects? Why? \_\_\_\_\_

Briefly describe a hardship or difficult problem you've overcome, and how you handled it: \_\_\_\_\_

Briefly discuss leadership skills you possess, organizational skills you used in a project, or skills you possess that others have noted about you: \_\_\_\_\_

What are your hobbies or special interests? What experiences do you have in 1-2 of these? \_\_\_\_\_

List five words you would use to describe yourself. Explain 2 of them. \_\_\_\_\_

## ACTIVITIES SECTION

You should list the year in school followed by the specific details of your particular activity. For example: 9<sup>th</sup> Frosh Class President, 10<sup>th</sup> State Honor Band, 11<sup>th</sup> Volunteer St. Agnes Hospital, 12<sup>th</sup> Life Member, CSF. Write clearly and feel free to use whatever space you need to give the appropriate information. Please use a separate page if additional space is needed. **DO NOT USE**

### **ABBREVIATIONS.**

<p>List and detail all <b>school activities</b> in which you have participated:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>List and detail <b>sports</b> in which you have participated:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>List and detail <b>out-of-school activities</b>: (community service/volunteer, scouts, youth group, tutoring, ect.)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>List and detail a significant <b>travel experience</b> you have had:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>List and detail <b>work experience</b>: (paid work, give days and hours)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>List and detail all <b>awards and honors</b>: (no matter how small you think they may be)</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<p>What special talents do you possess? (music, sports, ect.) How have you demonstrated them? _____</p> <hr/> <hr/>
<p>List three (3) or more high school teachers you know best. _____</p> <hr/> <hr/>
<p>Which teachers are writing recommendations for you? _____</p> <hr/> <hr/>
<p>Please note here any additional information that may be helpful in writing you Letter of Recommendation: _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>