

## Requesting a Letter of Recommendation

When requesting a letter of recommendation:

1. **Pick someone who knows you well.** Colleges are looking for personal insights and academic abilities.

## 2. Plan ahead.

- A. Complete your resume. Include:
  - Experiences inside and outside of school (employment, volunteering, community service)
  - Involvement in clubs, activities, sports and/or student government
  - Honors and awards
- B. Be prepared to discuss with your teacher/counselor:
  - Future goals
  - Plans for college or other post high school education or training
  - Special interests, hobbies, or talents
  - Your strengths and challenges
  - Activities you particularly enjoy
  - What sets you apart from your classmates
  - Any particular challenge that you met in your high school years
  - Any other information you think would help the person writing your recommendation
- C. Complete the Self Evaluation on the reverse side.
- 3. Make an appointment with your teacher/counselor and allow <u>at least 4 weeks</u> for the letter to be written.
  - A. Take your resume and Self Evaluation form to your meeting.
  - B. If you are <u>not applying online</u>, provide your teacher/counselor with a copy of your resume, *Self Evaluation*, and any required college forms, along with a stamped, addressed envelope for each college.
- 4. Be sure to write a thank you note to the person who took the time to write the recommendation for you.

## **Student Self Evaluation**

Use this form when asking your teacher or counselor to write your letter of recommendation.

**If your personal statement is ready, please attach a copy to help us get to know you better!  Cumulative GPA  Best scores: SAT CR M Wr ACT Eng M R Sc Comp  Teachers who know me well: 1) 2)  Rate yourself compared to other students (check the box which best describes you)	FIRST NAME / LAST NAME PLEASE PRINT CLEARLY			GRAD YEAR		TODAY'S DATE	
Best scores: SAT CR M Wr. ACT Eng. M R Sc Comp  Teachers who know me well: 1) 2)  Rate yourself compared to other students (check the box which best describes you)    Below Average   Good/Above   Excellent / Outstanding Average   Top 10% / Top 5%	. 22. 102	atemeı	nt is ready,	please atta	<b>ch a copy</b> to he	lp us get to k	now you better!
Rate yourself compared to other students (check the box which best describes you)    Below Average	Cumulative GPA						
Rate yourself compared to other students (check the box which best describes you)    Below Average	Best scores: SAT CR M Wr			ACT	Eng M	R So	Comp
Below Average   Average   Average   Average   Average   Top 10%   / Top 5%	Teachers who know me well: 1)				2)		<del></del>
Average Average Average Top 10% / Top 5%  1. Academic Achievement 2. Extracurricular Accomplishments 3. Personal Qualities and Character    CHARACTER/ Below Average Good (Top 10%) (Top 2 or 3%) (Top 2 or 3%)   Leadership	Rate yourself compared to othe	r stude	ents (check t	the box whic	h best describes	s you)	
2. Extracurricular Accomplishments 3. Personal Qualities and Character    CHARACTER/ Below Average Good (Top 10%) (Top 2 or 3%)				Average			
CHARACTER/ Below Average Good (Top 10%) (Top 2 or 3%)  Leadership	Academic Achievement						
CHARACTER/ Below Average Good (Top 10%) (Top 2 or 3%)  Leadership	2. Extracurricular Accomplishments						
PERSONALITY Average Average Good (Top 10%) (Top 2 or 3%)  Leadership Self-Confidence Concern for others Emotional maturity Personal initiative Sense of humor Reaction to setbacks Respect accorded by faculty  Four words my counselor/teacher could use to describe me to colleges (give specific examples for each):  1)	3. Personal Qualities and Chara	acter					
PERSONALITY Average Average Good (Top 10%) (Top 2 or 3%)  Leadership Self-Confidence Concern for others Emotional maturity Personal initiative Sense of humor Reaction to setbacks Respect accorded by faculty  Four words my counselor/teacher could use to describe me to colleges (give specific examples for each):  1)							
Self-Confidence				erage			
Concern for others  Emotional maturity  Personal initiative  Sense of humor  Reaction to setbacks  Respect accorded by faculty  Four words my counselor/teacher could use to describe me to colleges (give specific examples for each):  1)  2)	Leadership						
Emotional maturity	·		1				
Personal initiative	Concern for others		1				
Sense of humor	Emotional maturity		1				
Respect accorded by faculty  Four words my counselor/teacher could use to describe me to colleges (give specific examples for each):  1)  2)  3)	Personal initiative		!				
Respect accorded by Gaculty  Four words my counselor/teacher could use to describe me to colleges (give specific examples for each):  1)  2)  3)	Sense of humor						
faculty  Four words my counselor/teacher could use to describe me to colleges (give specific examples for each):  1)  2)	Reaction to setbacks						
1) 2) 3)			1				
2) 3)	Four words my counselor/teacher	could u	use to descr	ibe me to co	lleges (give spe	cific example:	s for each):
3)	1)						
3)	•						
3)	2)						
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4)	3)						
4)							
	4)						

Tell us something you would like colleges to know that they can't get from looking at your application or resume. What makes you unique?