

Counselor Letter of Recommendation Request Form

1. You need to give your recommender at least 3 weeks from today's date to complete your recommendation.
2. You are a unique person of great worth! So write down how and why. Be honest and add detail to come alive. Don't limit yourself to the space below. Typing up your information on separate sheets of paper is preferable.
3. Attach any supporting documents (e.g. resume, scholarship form, your personal statement, etc.)
4. Please fill out one form for each college or scholarship you are applying to.

Today's Date:

Full Name:	Student Number:
Recommendation Due Date:	Composite ACT Score:

State the purpose of this letter. (If you are using this letter for a particular scholarship, college admissions or an employment opportunity, what are specific topics you would like me to pay particular attention to in this letter?):

Name of College/Scholarship(s):_____

How are we to submit your recommendation? (via mail/email/common app, etc.)

What are your college, college major, and career goals? Tell why you picked them.

Describe any leadership positions you have held, both in and out of school. Include when and how long you were involved and what you did:

Describe any honors or awards you have received and how you earned them:

What one thing motivates or excites you most in life and why?

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What 3 adjectives best describe you? Give one specific experience to illustrate how.

What is a major strength or talent you have? Tell how it has helped or will help you and/or others.

What is an obstacle or weakness you have overcome? Tell how you overcame it and what you learned from the experience. (Examples are health issues, disability, crisis, moving, death, divorce, cultural or language barriers, etc.)

Do your transcript grades and/or ACT/SAT scores reflect your true academic ability or potential? If not explain why.

Write about 1 or more significant extracurricular activities, work experience, and/or volunteer service you have been involved in during your high school years. Include start/stop dates, hours involved, leadership positions, duties, projects, awards, how you felt about the experience, etc.

Please describe anything else that you feel we need to know that will help you come alive on paper (e.g. awards earned, special experiences, unique circumstances, etc.).