

YOUR FULL NAME: _____

EMAIL ADDRESS: _____
(This email should be one you check most frequently, so we can communicate with you)

CELL PHONE NUMBER: _____ **COUNSELOR:** _____

INSTRUCTIONS:

This packet is instrumental in helping your counselor develop and write your letter of recommendation for post-secondary schools, various programs, and future employment. It is to your advantage to be as thorough as possible when responding to these questions. We ask you to do the following:

- **Use your computer to answer the questions listed below.** Please be as detailed and specific as you can. These questions may also help you to think about the personal statement/essay you will write for college, internship, and employment applications.
 1. Tell us about you! Please comment on your personality, character traits, values, and/or personal/unusual circumstances in your life that you feel are important.
 2. Please list and comment on some of your interests, talents, special abilities and hobbies.
 3. Do you have any specific areas of interest that you want to pursue in college, employment, in the military or during a gap year?
 4. What are your short-term and long-term future goals?
 5. Please describe any experience or activity that has had an impact on you and why.
 6. In what ways have you grown or changed since entering high school?
 7. Please share with us anything you would like us to know that we might not know already and might want to mention in a recommendation.
- **Using the Naviance resume builder, or create your own format, please develop a resume.** This resume should list all of the extra-curricular activities that you have been involved in over the past four years. The resume builder on Naviance is an excellent tool for you to organize your resume or at least get started. If you choose not to use Naviance, we have provided a sample resume for your benefit on the back of this page, but feel free to organize yours in any fashion. Your resume should include such things as:
 - School activities (i.e.: clubs, e-board)
 - Athletics
 - Work experience
 - Fine arts activities
 - Community service
 - Religious activities, hobbies, travel
 - Honors, awards, or offices you have earned
 - Leadership positions
- **TEACHER RECOMMENDATION LETTERS (the process):** Whether you are thinking about college, a gap year or seeking employment, letters of recommendation are often required. We would like you to think about one or two teachers that you feel know you best. Please approach these teachers and talk with them about the possibility of having them write you an academic recommendation next year. This conversation allows you to hear directly from that teacher as to whether or not they feel they know you well enough to write a positive letter for you, and it also allows the teacher to know, well in advance, that you may be asking them next year to write for them. During your conversation, you may want to ask teachers if he or she has a specific form for you to complete in order for them to write for you. It is your responsibility to gather this information as well as complete their required forms in a timely manner. Please know that more and more colleges want just one teacher letter and one guidance letter, so you should decide which teacher is your first choice, and which might be a backup for the few schools that may require two teacher recommendations.
- **SUPPLEMENTAL RECOMMENDATION LETTER:** You may have a unique connection with someone outside of school or perhaps with an individual that is not one of your teachers. If so, you may want to consider asking that person to write you a supplemental letter of recommendation. This person should be someone that also knows you well and who can share something about you that is not readily available through your other recommendations. Feel free to discuss this with your guidance counselor. As a courtesy, it is recommended that you request this letter of recommendation well in advance. It is your responsibility to provide them with addressed, stamped envelopes so they can send the letter directly

IMPORTANT REMINDER:

Please return your completed junior packet to the Guidance Office within two weeks of your last Junior Seminar, or before the end of March at the latest. You may also email all of your completed junior packet documents to your Guidance Counselor.

(Revised 12/7/2022)

to the schools to which you are applying. It is your responsibility to contact this person, in advance, and allow time for the person to write and mail his or her letter.

Sample Resume: resumes come in various formats and styles but a one-page format is often preferred.

Ricki B. Golden

999 Old Connecticut Path, Wayland, Massachusetts 01778
H: (508) 555-1234 C: (508) 555-1235, Email: bellaazoe@dogmail.com

EDUCATION: Wayland High School, Wayland, Massachusetts

YOG: June 2024

CEEB CODE: 222255

WORK EXPERIENCE

February 2020 - present	<i>Babysitting</i>	10 Hrs/Week, care for children ages 2, 4, and 7.
May 2020 - present	<i>Film Crew</i>	Framingham, MA, AMC Theaters, Grades 11, 12; 12 Hrs/Week
June 2020 - August 2022	<i>Lifeguard</i>	Lake Cochituate, Wayland Town Beach, Wayland, MA, 35 Hrs/Week
July 2021 and July 2023	<i>Camp Counselor</i>	Park and Recreation, Girl's Basketball Team, Grades 9, 10 35 Hrs/Week, Total Hours: 70, Taught drills and skills, and led games with children in 3rd and 5th grades at a five-day camp.

VOLUNTEER SERVICE

May 2020 - Present	<i>Peer Mentor</i>	Wayland High School, Grade 11, advise incoming Freshmen
December 2020 - June 2023	<i>Volunteer</i>	<i>More Than Words</i> Bookstore, Grade 11, Total Hours: 120 Sorted books, organized shelves, and learned about a student-run business.

EXTRACURRICULAR ACTIVITIES

April 2020 - Present	<i>Track & Field</i>	15 Hrs/Week, Grades 9, 10, 11, 12, Total Hours: 165 Junior Varsity: Grade 9 and Varsity, Grades 10, 11, 12
September 2020 - Present	<i>Peanut Butter and Jelly Club</i>	Grades 10, 11, 12: 1 Hrs/Week, Total Hours: 35 Helped incoming freshmen assimilate to high school.
October 2021 - February 2023	<i>Kids Night Out Supervisor</i>	WHS Field House, Girl's Basketball Team Grades 9, 10. Supervised 4-13 year old children and engaged them in group activities facilitated by the basketball team one Saturday night a month.

AWARDS/CERTIFICATES

September 2020 - Present	<i>Honor Roll</i>	Grades 9, 10, 11
June 2021	<i>Varsity Lacrosse Most Improved Player Award</i>	Grade 10
June 2020	<i>Jazz Project - Dedication and Service Award</i>	Grade 9

LEADERSHIP

September 2021 - Present	<i>Captain, Varsity Softball Team</i>	Grades 11, 12
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