

Letter of Recommendation Packet

The following information will be used by the people you choose to write your college and/or scholarship recommendations. In your recommendation, we try to define what makes you unique and what sets you apart from your peers. The information you give us may make the difference between a “good” recommendation and a “great” recommendation. Pretend the person who is writing this recommendation does not know you. The more details, anecdotes, and explicit examples, the more accurate a picture we will be able to paint on your behalf. We also hope the self- reflection this packet requires will help you feel more prepared for life after high school. Please take it seriously and have fun getting to know yourself!

INSTRUCTIONS:

- Complete this packet electronically, and then share it with those who you would like to have it.
- Allow three weeks for a letter to be written (not including Holidays)
- Common Application Applicants: you must start your Common Application. Proceed to the “add recommenders” step. This way, recommenders are notified of your need for a letter and a due date.
- Scholarships and other private universities: it is your responsibility to notify your recommenders of your scholarship and due date.

REQUIREMENTS:

- Along with this packet, I must submit any requests for letters of recommendation three weeks before the letter is due.
- It is my responsibility to notify my counselor/teachers of any due date/requirement changes
- I understand that any request made less than three weeks in advance will be accepted at my counselor’s discretion
- **In the event a letter of recommendation is no longer needed, I must inform my counselor/teacher immediately.**

Student Name _____ Date _____

*EMAIL
ADDRESS:

CELL NUMBER:

HOME NUMBER:

PROBABLE
MAJOR(S):

OCCUPATIONAL
GOAL(S):

*Please provide the email address you check most frequently and will be using in your college applications. It is strongly recommended your email address is professional (i.e. beachbabe88@gmail.com is not appropriate)

STAFF CONNECTIONS:

Name 3 THS teachers/coaches/advisors who know you well:

PRIVATE UNIVERSITIES YOU WILL APPLY TO AND APPLICATION DUE DATES

(complete if applicable):

NAME OF INSTITUTION	DUE DATE

GRADES

Weighted GPA:

Unweighted GPA:

FINANCIAL AID INFORMATION

*For college background, please choose from: none, some college, AA, Bachelor's, Master's or beyond

PARENT 1/GUARDIAN 1 FULL NAME:	
OCCUPATION:	
COLLEGE BACKGROUND:	

PARENT 2/GUARDIAN 2 FULL NAME:	
OCCUPATION:	
COLLEGE BACKGROUND:	

PARENT 3/GUARDIAN 3 FULL NAME:	
OCCUPATION:	
COLLEGE BACKGROUND:	

PARENT 4/GUARDIAN 4 FULL NAME:	
OCCUPATION:	
COLLEGE BACKGROUND:	

I AM CURRENTLY LIVING WITH (mark "x" for all that apply):

Father	Mother	Stepfather	Stepmother	Guardians

FINANCIAL AID INFORMATION

*For college background, please choose from: none, some college, AA, Bachelor's, Master's or beyond

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OCCUPATION:	
COLLEGE BACKGROUND:	

PARENT 2/GUARDIAN 2 FULL NAME:	
OCCUPATION:	
COLLEGE BACKGROUND:	

PARENT 3/GUARDIAN 3 FULL NAME:	
OCCUPATION:	
COLLEGE BACKGROUND:	

PARENT 4/GUARDIAN 4 FULL NAME:	
OCCUPATION:	
COLLEGE BACKGROUND:	

APPROXIMATE TOTAL FAMILY YEARLY INCOME (family you live with majority of the time):	
NUMBER OF PEOPLE DEPENDENT ON ABOVE INCOME:	
DO YOU RECEIVE CALWORKS/FINANCIAL ASSISTANCE?	
ARE YOU ON THE FREE OR REDUCED LUNCH PROGRAM?	
WILL YOU BE THE FIRST PERSON IN YOUR IMMEDIATE FAMILY TO ATTEND COLLEGE?	
NUMBER OF IMMEDIATE FAMILY MEMBERS THAT WILL BE ATTENDING COLLEGE NEXT YEAR (not including you):	
DESCRIBE ANY UNUSUAL EXPENSES INCURRED IN YOUR FAMILY WHICH WILL AFFECT YOUR FINANCIAL NEED (i.e. illness, unemployment, catastrophe, etc.):	

REFLECTION QUESTIONS

Please refer to the first page of the packet to review the importance of providing detailed and specific answers.

1. What are you passionate about in life? What have you done to explore these? Are these interests/hobbies related to your intended major?

2. (optional) Recount an incident or time when you experienced failure or adversity. How did it affect you and what lessons did you learn?

3. When compared to your peers, how do you stand out? What do other people say makes you unique? How would your teachers describe you?

4. What are three adjectives that describe you and why?

5. (optional) What aspects of college are you the most looking forward to?

6. Looking back at all the courses you have taken during high school or during summer, which one was the most meaningful and explain why it stands out in your mind.

7. For any of your involvements in clubs, sports, THS programs like FFA, ASB, newspaper, drama, band, peer aide, etc. please help us understand any valuable lessons you have learned, any leadership experiences you've had, any difficulties you have faced, that help us understand your story better. You do not need to mention something for every activity, simply highlight the most important experiences you've had and the result of those experiences.

8. (optional) For any volunteer or employment activities after school, explain which one(s) were the most fulfilling and why.

SELF EVALUATION

For each of the items listed below, make a selection based upon your relative strength in that area and mark the corresponding box with an "x." Be realistic and honest; it is unlikely you have nothing to improve!

	OUTSTANDING	ABOVE AVERAGE	AVERAGE	NEED TO IMPROVE
Self Confidence				
Energy Level				
Sense of Humor				
Concern for Others				
Emotional Maturity				
Reaction to Setbacks				
Organization Skills				
Time Management				
Ability to Write Well				
Humility				
Oral Communication				
Creativity				
Motivation				
Intellectual Curiosity				
Academic Motivation				
Academic Growth Potential				
Warmth of Personality				
Tolerance of Difference				
Respect Accorded by Peers				
Respect Accorded by Staff				

EXTRA CURRICULAR ACTIVITIES

Mark grade boxes with an "x." Please use only one line per activity/award. You can also attach a resume if you'd like.

SCHOOL ACTIVITIES	COMMUNITY ACTIVITIES																																																																																																																																																																																																													
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PARENT EVALUATION

Parent Name and Relationship: _____

We are asking you as a parent to evaluate your child. Your perspective gives us added insight into what makes your child unique. Often parents will tell us a story that perfectly illustrates character strength or an area of personal growth.

You are free to answer these questions in any language. You may write on this sheet of paper or type directly onto this document. We encourage you to share your reflection with your child when you finish!

1. What do you consider your child's outstanding accomplishments during the past 3 years?

2. In which areas has your child shown the most growth during the past 3 years?

3. What do you consider your child's outstanding traits?

4. Are there unusual circumstances that may have had an effect on your child's education or personal development?

5. Why do you think your child is ready for college?

PEER EVALUATION

Please have one of your friends answer the following questions. They should hand-write their answers onto this sheet.

Evaluator's Name _____

1. How long have you known this individual?

2. What classes and/or activities have you shared with this individual?

3. What do you consider to be this person's best personality trait?

4. How does your friendship with this person add to you as an individual?

5. What are the first three words that come to your mind when you try to describe this person?

6. Why should a college want to offer admission to this individual?

