

LETTERS OF RECOMMENDATION CHECKLIST

Name	Guidance Counselor
Address	
Phone	Email Address
Total Credits Earned	Cumulative GPA

ACT SCORES

Composite	ACT E	M	SCI	READ	WR
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SAT SCORES

SAT SUBJECT TESTS AND SCORES

Crit Read	WR	Math			
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Colleges and scholarship selection committees are looking for a challenging academic curriculum, evidence of creativity, energy, curiosity, and commitment. Be specific in providing the following information. Your guidance counselor and/or teachers will need this information in preparing a college recommendation and/or scholarship recommendation.

ACTIVITIES

A. List in **order of importance to you**, all major activities in which you have been involved since entering high school. Include offices held, positions played, etc. (include school and non-school, curricular and extracurricular).

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

B. Why do you enjoy your number one activity listed above?

C. How did you spend the last three summers?

D. List any academic and non-academic honors received while in high school.

ACADEMIC

A. List three teachers who know you the best.

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B. List your favorite courses in high school and why.

Subject	Why?

C. List your least favorite subject and why.

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D. Are you intellectually curious? How do you know?

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PERSONAL

A. List three adjectives that best describe yourself and provide an example to illustrate your description.

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B. What makes you unique?

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C. Is there any information that you want me to include in your recommendation?

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D. What person has had the greatest impact on your development? Please explain.

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E. Work Experience

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POST HIGH SCHOOL PLANS

A. Careers being considered

B. Possible college majors

C. Colleges being considered

D. Scholarships applying for

D. Have you written an essay that would help me know more about you? (If so, please provide a copy.)

Yes

No

E. If you are asking a teacher or counselor to write letters for several schools or scholarships, please attach a brief statement for each school or scholarship, explaining your interest in each.

IMPORTANT REMINDERS

Provide the teacher, counselor, personal reference or registrar with a stamped envelope for each recipient of the Letter of Recommendation. Make sure to calculate the correct postage.

Provide enough time for the writer to complete a Letter of Recommendation. Do not wait until the last minute to request a Letter of Recommendation (allow at least 4 to 6 weeks). Many teachers are asked to write a number of letters, and need adequate time to write each individual letter. For letters with a January 1st deadline, ask before December 1st.

Remember to send a thank you note to anyone who writes a Letter of Recommendation for you. It is important to acknowledge the part he/she has played in your college and/or scholarship application process.