



I understand and agree that this is a confidential letter that will be sent directly my college, and will not be available for use in my portfolio, nor will I receive a copy of this confidential letter. Signature: _____ Date: _____
Full legal name as it appears on your transcript _____

If you need a Letter of Recommendation from your teacher/counselor for your college application or a scholarship program, you will need to complete this form. Remember that the teacher/counselor writing your recommendation wants to do a good job for you, so it's important that you follow ALL directions on the following list. **ONLY REQUEST LETTER OF RECOMMENDATION IF REQUIRED**

- 1. Student: Write a letter of introduction to your teacher/counselor which includes 5 adjectives you would use to describe yourself. Write a statement about your strengths and uniqueness, being sure to use personal experiences to illustrate ideas.
- 2. Student: Return your letter of introduction, and this completed form to the teacher/counselor that is writing the letter of recommendation IN PERSON at least one month before your recommendation is needed (you may need to make an appointment)

Activities Section

You should list the year in school followed by the specific details of your particular activity. For example: 9th class president, 10th quarterback junior varsity football, 11th volunteer John Muir Hospital, 12th. Write clearly and feel free to use whatever space you need to give the appropriate information. You may attach additional pages if necessary, but DO NOT USE ABBREVIATIONS.

1. List and detail all school activities in which you have participated:

Grade Level

2. List and detail sports in which you have participated:

Grade Level

3. List and detail out-of- school activities i.e. Volunteer service, scouts, youth group, tutoring:

Grade Level

4. List and detail significant travel experiences you have had:

Grade Level

5. List and detail work experience (give days/hours):

Grade Level

6. List and detail all awards/ honors no matter how small you may think they are:

Grade Level



Personal Data Section

(Please use a separate sheet of paper where necessary)

1. Test Scores SAT-I (CR) _____ SAT-I Math _____ SAT-I Writing _____ Date Taken _____
SAT-I (CR) _____ SAT-I Math _____ SAT-I Writing _____ Date Taken _____

ACT Composite Score _____ ACT English _____ ACT Math _____ ACT Reading _____ ACT Science _____

2. List colleges where you are applying for admission (including the city)

3. What subjects and or career(s) are you considering as a major?

4. What, if any, experiences have you had in your career field of interest?

5. What are your best or favorite subjects? Why?

6. Briefly describe a hardship or difficult problem you've overcome, and how you handled it.

