



COUNSELOR LETTER OF RECOMMENDATION

Counseling and Guidance Offices, Acalanes Union High School District.
Acalanes, Campolindo, Del Oro, Las Lomas, Miramonte

STUDENT INFORMATION FORM FOR LETTERS OF RECOMMENDATION

If you need a Letter of Recommendation from your counselor for your college application, a scholarship program or some other activity, you need to complete this form. Remember that the 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.

REQUIREMENTS FOR LETTER OF RECOMMENDATION

- ___ 1. **PARENTS:** Please write a statement about your student's strengths and uniqueness, using specific examples and personal anecdotes.
- ___ 2. **STUDENT:** Write a statement about your strengths and uniqueness, being sure to use personal experiences to illustrate ideas. (Or include copy of college essay.)
- ___ 3. **STUDENT:** Complete this Counselor Letter of Recommendation Form carefully and include as much information as possible. Use a separate piece of paper if necessary. The style and form of these statements are not of great importance, but the content, quality, and specific examples are. Be as comprehensive as possible. Your recommender will appreciate the information and will be able to write a stronger letter for you.
- ___ 4. **STUDENT:** return parent statement, student statement and completed form to counselor writing recommendation **AT LEAST ONE MONTH BEFORE RECOMMENDATION IS NEEDED.**
- ___ 5. **INCLUDE THE FOLLOWING...**
The official recommendation form from the college.
The essay from your college application.
Provide a double stamped envelope with proper address. Be sure to put 2 stamps on envelope...extra postage will be required for the Secondary School Report form.
- ___ 6. **Order Transcripts.**
Remember to thank the person writing your recommendation.

PERSONAL DATA SECTION (Please use a separate sheet of paper where necessary)

- 1. Full legal name _____ Soc. Sec. # _____
Parents' names _____
Home address _____
Father's employer _____
Mother's employer _____
- 2. Test Scores: PSAT Verbal _____ ; PSAT Math _____ ; PSAT Writing _____ ; SAT-I Verbal _____ ; SAT-I Math _____
ACT _____ ; SAT-II Writing _____ ; SAT-II Math _____ ; SAT-II Other _____
- 3. List college where you are applying for admission: _____

- 4. What subjects are you considering for your college major? _____

- 5. What career are you considering? _____
- 6. What experience have you had in this career field? _____

- 7. What are your best subjects? Why? Use examples of depth of understanding in classwork and problem solving. _____

- 8. What are your most difficult subjects? Why? _____
- 9. Briefly describe a hardship or difficult problem you've overcome, and how you handled it. _____

- 10. Briefly discuss leadership skills you possess, organizational skills you used in a project, or skills you possess that others have noted about you. _____
- 11. What are your hobbies or special interests? What experiences do you have in 1-2 of these? _____

- 12. List **Five** words you would use to describe yourself. Explain 2 of them. _____

ACTIVITIES SECTION

You should list the year in school followed by the specific details of your particular activity. For example: 9th Frosh Class President, 10th Quarterback Junior Varsity Football, 11th Volunteer John Muir Hospital, 12th Life Member CSF. Write clearly and feel free to use whatever space you need to give the appropriate information. DO NOT USE ABBREVIATIONS.

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

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

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

5. List and detail **work experience**: (paid work, give days and hours)

3. List and detail **out-of-school-activities**: (community service/volunteer, scouts, youth group, tutoring, etc.)

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

7. What special talents do you possess? (music, sports, etc..) How have you demonstrated them? _____

8. List three (3) or more high school teachers you know best. _____

9. Which teachers are writing recommendations for you? _____

10. Please note here any additional information that may be helpful in writing your Letter of Recommendation _____
