

Letter of Recommendation Information Sheet

You may be asked to submit a letter of recommendation from a counselor or teacher with your college application or with scholarship applications. In order to write a complete recommendation, they need information from you. Please complete this form carefully and think before you write. Since the letter of recommendation is a necessary and crucial part of your application, you need to respond honestly and thoughtfully to the items below. Provide many specific details and give your out-of-school activities ample attention. Don't sell yourself short—BRAG! Use extra paper if necessary to complete any responses. Counselors require 10 school days notice to complete the letter; teachers might require longer.

Name: _____ Counselor: _____

Student ID #: _____ Email: _____

Dates you took: SAT: _____ SAT II: _____ ACT: _____

Magnet or Academy: _____

List 6 adjectives that describe you:

- | | |
|----------|----------|
| 1) _____ | 4) _____ |
| 2) _____ | 5) _____ |
| 3) _____ | 6) _____ |

Do you think your grades accurately reflect your academic abilities and accomplishments? _____

What do you think are your strengths? _____

What do you think are your weaknesses? _____

Describe some topics you have enjoyed writing about or researching: _____

What book or article that you have read recently was especially significant to you? Why? _____

What are you hoping to get out of your college experience to help you prepare for your future?

Academically: _____

Personally: _____

What do you feel you can contribute to the college you will attend? _____

What else should be known about you? (special summer travel or school experience, home projects, reactions to elections you lost or games you didn't win, reasons for a weak grade, honors you may be too shy to brag about, family situations, reasons you may have to work which may affect your school work, special talents, etc.) _____

Rank yourself in the following categories:

	Below Average	Average	Above Average	Excellent Top 10%	Excellent Top 2%
Energy	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____
Originality	_____	_____	_____	_____	_____
Leadership	_____	_____	_____	_____	_____
Self-Confidence	_____	_____	_____	_____	_____
Reaction to Criticism	_____	_____	_____	_____	_____
Sense of Responsibility	_____	_____	_____	_____	_____
Respect for Teachers	_____	_____	_____	_____	_____

What should a college admissions director know about you as a student that has not or cannot be measured by your grades and test scores? _____

Explain the extent of your out-of-school and extra-curricular activities (hobbies, sports, work, etc.) _____

Describe specific responsibilities you have had in these activities. _____

What is your expected major/career plan and long range goals? _____

Is there anything very special about you not mentioned above? _____

Remember that you can use additional sheets of paper to complete the above. Although a résumé is NOT required, you may attach yours if you have one prepared.

Application Deadlines

Name of College	Deadline
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please include this counselor information where it is requested on your forms:

_____, School Counselor
Miami Killian Senior High School
10655 S.W. 97 Ave.
Miami, Florida 33176
302-271-3311
Counselor e-mail: _____

Please prepare a stamped, addressed envelope for each college. Remember that Common Application recommendations are done online and do not require envelopes for mailing.