

Request for TEACHER/COUNSELOR Letter of Recommendation

Student Name: _____ ID: _____

Rank: _____ SAT/ACT Score: _____ GPA: _____

TEACHER/COUNSELOR NAME: _____

Important Things to Remember

- Allow at least **TWO WEEKS** for your teacher to complete this recommendation.
- Always make your request **IN PERSON FIRST – before adding the teacher's name electronically.**
- **FOLLOW UP** with your teacher! It is the student's responsibility to do so.
- Please **ANSWER** questions on back or **ATTACH** a resume.

How Will Your Letters Be Sent?

Letters should be addressed to:	Deadline	Email letters to student?	Go to Common App?	SCHOLARSHIPS: Email to?	SCHOLARSHIPS: Give to student in a Signed & Sealed Envelope

Teachers/Counselors: Letters should be returned to students or sent electronically using instructions above.

Questions? Contact Mrs. Zuehlke or Ms. Foster in the College & Career Center (Room A1103) by email (laurie.zuehlke@mysd.org or julie.foster@mysd.org) or call x4185.

Student Information

Student Name: _____ Student ID: _____

1. List five words that describe you well and explain why you chose these five words.
2. List any experiences that have impacted your life.
3. What are the personal qualities that make you stand out from the crowd? Why should a college/university select you to be in their freshman class? (character, maturity, integrity, values, special talents, etc.)
4. Besides your grades/academics, what else are you known for or want to be known for?
5. Have you completed an internship, worked a job, or have volunteer experience? What did you gain from the experience?
6. What is your passion or hobby? What role might it play in your future?
7. What college majors are you considering? What are your career goals? Why?
8. Have there been any extenuating circumstances that may have affected your grades or school performance?
9. Please share anything else that might be helpful in preparing your recommendation.