

COUNSELOR RECOMMENDATION REQUEST

Students, you are responsible for following the procedure below:

1. Ask the counselor for a letter of recommendation in person.
2. Give the **completed** Counselor Recommendation Request Form to your counselor AT LEAST 4 weeks prior to any application deadlines.
3. Follow up with your counselor as you finish your application or as deadlines approach.

Name _____

Date _____

	College/University	Due Date		College/University	Due Date
1.			2.		
3.			4.		
5.			6.		
7.			8.		
9.			10.		

Intended academic program(s) of study _____

Why have you chosen this major? _____

Teachers/Community members writing letters of recommendation for you _____

List all activities that you have participated in during high school: Please list participation years as well as any honors received and/or positions held in the group such as Western Mass Champ, Captain, president, co-chair, etc.

1. Awards and Honors (ex. NHS, John & Abigail)

2. Athletic

3. Clubs/Activities (Leo Club, Student Government, etc.)

4. Community Activities (PAL coach, etc.)

5. Fine Arts (Band, Chorus)

6. Do you work? Where? How many hours per week?

Answer ALL questions in detail

1. What experience have you had in this career field?
2. What do you think are your academic strengths? Explain.
3. What are your favorite subjects? Explain
4. What are your most difficult subjects? Explain.
5. Do you feel that your transcript accurately reflects your academic ability? If no, explain what factors/circumstances have interfered with your academic performance?
6. If applicable, briefly describe a hardship or difficult problem you have overcome, and how you handled it.
7. Briefly discuss leadership skills you possess, organizational skills, or skills you possess that others have noted about you.
8. List 5 words that describe you.
9. Describe how you would like to be seen by an admissions office, or a recruiting officer.
10. Who are your role models and why? Did they play any role in your career choice?
11. Describe your family and the role they played in your education, your career choice, and your character.
12. Please note any additional information that may be helpful in writing your letter of recommendation.