



LETTER OF RECOMMENDATION PACKET

OVERVIEW

*Completed packets must be submitted to your counselors and teachers by **October 5, 2023** of your senior year to be considered for the fall application filing period.*

Applying to a UC or CSU:

- You **DO NOT** need any letters of recommendation. They will not be considered for admission.

Applying to a private or out of state school that uses the Common Application:

- Letters of recommendation are required. Usually they will ask for two from teachers who know you well. The counselor must also complete a letter of recommendation as part of the "School Report".

Applying to a private or out of state school that DOES NOT use the Common Application:

- A letter of recommendation may be required. It is sometimes also called a secondary school report. Consult the specific school website to confirm.

Scholarships:

- SOME scholarships ask that you include a letter(s) of recommendation with your application.

Communication

- Ask your teacher(s)/counselor for a recommendation **IN PERSON**; take the time to respectfully ask in person.
- Find out what the teacher needs from you or what their process is (i.e. a Google Form for you to fill out, etc.)
- Clearly communicate with the teacher the reason for your letter of recommendation and the deadlines

Timeline

- Any requests for Letters of Recommendation/secondary school reports submitted after **October 5, 2023** are not guaranteed to be fulfilled by application deadlines.
- Communicate with the recommender about whether they need or want reminders; respect their choice and ask your parents to do likewise.
- Realize that each recommendation letter takes an average of 1-2 hours to complete.
- Don't expect recommenders to complete recommendations during breaks from school.
- **Recommenders will not begin your letter of recommendation until you show up in their list of students on the Common Application website. You should add them ASAP; you do not have to have the application complete, nor do you need their letter uploaded to submit your application.**

Necessary Materials

- Provide either the counselor's packet or a resume detailing your activities outside of that individual's class and your college plans (major, etc.)
- Anecdotal notes about how you made your mark in that class—be specific
- Clearly communicate with the recommender the reason for your letter of recommendation and the deadlines
- Provide your recommender with a copy of your transcript

Follow-up

- Write a thank you card as the bare minimum to show your appreciation for the recommender taking his/her time to write a letter on your behalf
- Recognize that teachers write these letters on their own, personal time, without compensation; this is NOT a requirement of their jobs
- Follow through by letting your recommenders know what college you selected or what scholarships you received; and keep in touch once you are in college

PLEASE KEEP INSTRUCTIONS FOR YOUR RECORDS!

STUDENT INFORMATION PACKET

Full Legal Name: _____

Cell Phone Number: _____ Email Address: _____

Please give thorough, detailed descriptions of your activities/achievements. With more information, your recommenders can provide stronger letters that thoroughly represent your achievements and strengths.

Name of College/University:	Deadline:	Application submitted Via:	
		Common App	Other (write in)

College major, career or area of interest:

What have you done to expose or enhance your knowledge/passion of this career or area of interest?
Please include experiences paid or volunteer.

Have you taken any courses through outside online providers or through our local community college? If, so please include course title, grade, and completion date:

SCHOOL AND COMMUNITY ACTIVITIES

List the major (2+ years of involvement) **school and community** activities you have been involved in during high school. Include offices held, positions played, championships won, years involved, Eagle scout, church etc.

Name of Activity, Club, Sport	Position/Offices Held, If Any	Years Involved	Email or phone number of supervising adult who can verify significant involvement

List any special interests, hobbies or talents and length of involvement (Ex: Piano 7 years)

Hobby, Talent, Special Interest	Length of Involvement

What has made you, YOU

Describe in detail about an event in your life that has had significant, unique, unusual, either a positive or negative impact on your life or your grades.

Please provide anything else your recommender should know about you that s/he might not already:

Please circle 10-15 adjectives that best describe you:

able
accurate
active
adaptable
adept
aggressive
alert
ambitious
amiable
analytical
animated
articulate
artistic
assertive
athletic
attentive
bright
brilliant
capable
careful
charismatic
clever
committed
compassionate
competent
conscientious
conservative
considerate
consistent
contemplative
cooperative
creative
decisive
dedicated
dependable
detail-oriented
dynamic
earnest
educated
effective
efficient
energetic
engaging
enthusiastic
experienced
extroverted
faithful
fearless
flexible
focused

formidable
forward
friendly
funny
generous
gentle
gracious
hardworking
honest
honorable
humorous
imaginative
independent
individual
industrious
influential
ingenious
initiating
innovative
inquisitive
instinctive
intelligent
intense
interesting
introspective
inventive
involved
joyous
judicious
kind-hearted
knowledgeable
likeable
lively
mature
meticulous
moral
motivated
multilingual
multi-talented
nice
open
optimistic
organized
original
outgoing
outstanding
patient
people-oriented
perceptive
perseverance

persistent
personable
persuasive
pleasant
poised
polished
productive
professional
proficient
qualified
quick-thinking
ready
relaxed
reliable
resilient
resourceful
responsible
robust
scholarly
scrupulous
seasoned
self-assured
self-reliant
sensitive
serious
sharing
sharp
shrewd
skilled
smart
sophisticated
spirited
stable
successful
talented
tenacious
thoughtful
together
tolerant
top-level
trained
trustful
unique
unselfish
upbeat
valuable
versatile
vigorous
vivacious
warm

well-educated
willing
wise
witty
youthful
zealous

Feel free to list your
own adjectives in
addition to these:

Parent/Guardian Questionnaire

Parent/Guardian Name: _____

Please list and explain five (5) words to describe your child:

In what areas have you witnessed the most developmental growth in your child? Please explain.

What do you consider the most important achievements of your child during high school? Why?

I am proud of my child because...(specific examples especially welcome)

Are there any unusual circumstances that have affected your child's education?

Please provide any additional information you think we ought to know in order to write a more complete recommendation.

Thank you!