

RECOMMENDATIONS

Most scholarship applications and some colleges require one or two teacher recommendations in addition to the Counselor/Principal Recommendation.

It's up to you to see that your high school transcript is sent to each college to which you are applying and that each person you have asked to write a recommendation completes it on time.

- ✓ Choose two teachers who know you well and ask them if they will write your recommendations.
- ✓ Give the two teachers the Recommendation Form (in this handbook) and the addressed envelope for mailing to the college.
- ✓ It is courteous to write a note to the teachers thanking them for writing for you.
- ✓ You should give teachers a month before the deadline to write the recommendation.

RECOMMENDATION FORM

Name _____ Date of Birth _____
GPA _____ Rank _____ Of _____

1. To whom/what organizations is this letter of recommendation to/for?

2. What are your hobbies/interests/talents?

3. How long have you attended this school? What other high schools have you attended?

4. What clubs/ activities/ drama/ music /athletics/ etc... have you participation in?

5. Describe your involvement in community service/ religious groups.

6. Which of the above activities has been most important to you and why?

7. List all honors and awards.

8. Explain your outstanding accomplishments and/or abilities.

9. Is there anything special about your family (cultural background, activities, travel, family size) that has had an impact on your own interest and concerns?

10. Is there any additional information that may be helpful in writing your recommendation?

