Request for Letter of Recommendation – Counselor

Student Instructions: Please open this document in Notability and type your responses so it will be easy to read. Keep a copy for your records. Provide this form to your teacher(s) at least 2-3 weeks in advance of the due date.
It is your responsibility to follow up with your counselor to ensure that the letter has been submitted.

Student: _____   Counselor: _____

GPA: _____

I am using this letter for: College   Scholarship   Employment   Other
(Circle One)   Application   Application

                                                        I applied on Common App: Yes   No
Deadline: _____   (Circle One)

Please list the school subjects/classes you most enjoy and why:

Please list any academic honors you have received. Which one are you most proud of and why?

Describe your involvement in extracurricular activities both in and out of school. Did you have a leadership position in any of these activities?

List three adjectives that describe you and provide an example to illustrate each:

Describe your hobbies and interests. How do you spend your free time?

OVER

Describe your significant talents or strengths:

Do you have a job? List any work experiences, citing the length of time worked, your job roles/responsibilities, promotions, and what you learned for future jobs.

What volunteer work have you done? Describe any community service/youth group activities you have been a part of, and discuss their importance to you.

Describe your Education & Career plans/goals:

Is there anything else you feel I need to know about you? This is a space for you to describe any extenuating circumstances (death in the family, financial hardship, illness, etc.) that interfered with your academics or that you were able to overcome.

Tips for Writing an Effective Counselor Letter of Recommendation (College Board)

- Tell a story that only you can tell
- Anecdotes outshine Adjectives… always!
- Colleges value candor, not perfection
- Make the letter about the student, not about yourself.
- Form letters are convenient, but counterproductive.
- Consider sharing your letter with a colleague before sending