

STUDENT REQUESTING A LETTER OF RECOMMENDATION

When requesting a letter of recommendation, be sure to do the following:

- PLAN AHEAD to meet your deadlines. ALLOW AT LEAST 2 WEEKS for the completion of the letter. This person may have other letters to write ahead of yours. ALLOW ANOTHER 2 WEEKS for your application to be processed and mailed in the College/Career Center.
- Fill out the student resume form as completely as possible before presenting it to the recommending person.
- Ask for recommendations from people who know you well and who can write a positive letter.
- Make your request in person. DO NOT drop this request in the teacher's mailbox and assume the letter will be written.
- In most cases, have the letter writer return the recommendation directly to Cathy Labbat in the College/Career Center so it will be included in your application package along with your transcripts and test scores.
- WRITE a "Thank You" note to the person who has supported you with a letter of recommendation. Remember they are doing this on their own time!

TIPS FOR PERSON WRITING A RECOMMENDATION

- If you do not know the student well enough to write a positive letter, do not feel obligated to accept the task.
- If the student expects you to write this immediately, and you do not feel you have time to write a good letter, decline the request and let the student know why.
- A letter of recommendation should be:
 1. Limited to one page or the space provided on the form.
 2. As positive about the student as you can be without overstating his/her potential
 3. Typed on letterhead stationery or the college form (Note: Cathy Labbat will copy your letter on DRHS letterhead at your request if that is more convenient.)
- The letter of recommendation may address the following topics and others which you deem important:
 1. What are the first words that come to mind when describing this student?
 2. How well do you think this student has worked up to his/her potential, demonstrated motivation, responsibility, and self-discipline?
 3. How would you judge his/her character in terms of willingness to take a stand, depth of conviction, intellectual honesty, maturity, etc?
 4. How would you rate his/her leadership ability, enthusiasm, energy, creativity, and contributions?
 5. Describe a situation, assignment, conversation, etc., that exemplifies this student's greatest strength.
 6. It is always helpful to include specific examples, anecdotes, and direct quotes which illustrate your point.
- Please remember to include your original signature and date on the final copy and save a copy of your recommendation. Students often come back when they apply elsewhere.
- The College/Career Center does not release copies of letters to any students. If you want to share this letter with your student you need to provide him/her with a copy directly.

STUDENT RESUME FOR LETTER OF RECOMMENDATION

I hereby request _____ to write a letter of
(counselor's/teacher's name)
recommendation for me to be sent to colleges and/or scholarship agencies to which I apply.
I am requesting this letter/evaluation/form be turned in to Cathy Labbat in the College/Career
Center by _____.

(date)

- I understand that teacher and counselor recommendations are confidential documents and hereby waive access to them.
- I understand that it is the policy of the school to inform colleges of serious disciplinary matters (i.e., those resulting in probation, out-of-school suspension, or dismissal) and authorize the release of that information.
- I acknowledge my obligation to be honest with my counselor and with the colleges to which I am applying.
- I understand that it is my responsibility to notify the counseling office of those colleges and programs for which an official transcript is needed and to do so at least two weeks before the due date.

Student's Name (please print clearly): _____ Date: _____

1. College/scholarship(s) applying for: _____

2. Intended college major: _____

3. Cumulative Grade Point Average: _____

4. Father's College/Vocational Experience: _____

Mother's College/Vocational Experience: _____

5. List major sports/activities. Include grade levels/awards/leadership in each:

6. List work experiences. Include job position and company, specify dates of employment, length of time employed and average hours worked per week:

7. List volunteer activities or community projects that you organized or participated in. Include dates and average hours donated:

8. What are your academic/career goals? Why? How do you hope to be different 4 to 5 years from now if you go to college?

9. What are your true strengths? Why should a college choose you to be part of its student body? Give examples that illustrate these strengths. Responses can come from academics, activities, athletics, hobbies, your personality, work experience, etc.

10. Write down four words that you feel describe you best:

11. The accomplishments you are most proud of are... (Please include things from both school and other areas of your life, including special talents, interests, hobbies, etc.)

12. Is there an instance that you want to remind your evaluator about to perhaps be incorporated into your letter?

13. Are there any obstacles you have overcome that you would like to share?

14. List three other teachers who could speak about your performance in their classroom:

15. Three personal qualities you like about yourself are...

16. The most difficult aspect of school for you has been...

17. Give specific examples to describe your...

(a) capacity for intellectual growth, academic potential and curiosity to learn

(b) initiative, self-motivation and responsibility level

(c) leadership potential

(d) originality and creativity

18. Include any additional information that may be helpful:
