

COLLEGE LETTER OF RECOMMENDATION QUESTIONNAIRE

Name: _____

Current date: ____/____/____

I am requesting a letter of recommendation for the following colleges:

1.		Date due:	
2.		Date due:	
3.		Date due:	
4.		Date due:	
5.		Date due:	

In order to facilitate your letter of recommendation for college applications, please answer the following questions on a separate sheet of paper (typed) and turn it in to your counselor or teacher when you request a letter of recommendation. This will ensure your reference will write a personalized letter for you.

Presenting your unique qualities is a difficult and complex task. Therefore, it is important that you give an honest estimation of yourself, your accomplishments, and your future goals. Take the time to think about yourself, where you are headed in life. Keep in mind that we receive many requests for letters of recommendation; therefore, we need to have **at least two weeks** lead-time for your request to be processed. Thank you.

1. What are your career goals/possible majors?
2. List your extracurricular activities in and out of school. (You may attach your college resume)
3. List three adjectives that best describe you.
4. Name three teachers who would enthusiastically describe your academic strengths and academic achievements.
5. What are you proud of academically (special projects, research papers, particularly challenging courses, enrichment classes, etc.).
6. Describe your most rewarding personal accomplishments
7. Describe any of your school, community, religious or other activities that would indicate areas of leadership, service and responsibility.
8. Relate a specific experience that has had a significant impact on your (a personal tragedy that you have overcome, extensive travel and how it has changed your outlook, volunteer work, etc.)

Note for Common App users: You must enter your recommender's email addresses in to Common App. Your recommender will then receive an email with a link to complete your letter of recommendation online. Your counselor will complete a letter of recommendation as well as the Secondary School Report, which includes an upload of your transcript.