

REQUEST FOR COUNSELOR LETTER OF RECOMMENDATION

Student Name: _____ Common App. Username: _____

Common App. ID Number: _____ Common App. Password: _____

I need letters of recommendation for the following:

Name of College or Scholarship	Due Date	Indicate how the letter will be submitted: (Common App, Send.edu, Envelope, Email, ect.)

Complete this form and use it as the top sheet to the "Counselor Letter of Recommendation" form. Common application recommendations will be sent electronically. If you are applying to schools that do not subscribe to the common application, you must provide stamped, addressed envelopes. Please allow four weeks notice for all recommendations.

UHS-STUDENT INFORMATION FORM FOR COUNSELOR LETTERS OF RECOMMENDATION

If you need a letter of recommendation from your counselor for your college application, a scholarship program, or some other activity, you need to complete the following requirements. The counselor writing your recommendation wants to write a strong letter on your behalf, so it's very important that you complete the form thoroughly. You will need to type your responses in a separate word document.

REQUIREMENTS FOR LETTER OF RECOMMENDATION

1. *PARENT, GUARDIAN OR MENTOR: Please write a statement about your student's strengths and uniqueness, using specific examples and personal anecdotes.
2. STUDENT: Write a statement about your strengths and uniqueness, being sure to use personal experience to illustrate ideas. (Or include copy of your college essay).
3. STUDENT: Answer the following questions carefully and include as much information as possible. Type all responses on a separate word document (there is no page limit). The style and form of these statements are not of great importance, but the content, quality, and specific examples are. Be as comprehensive as possible. Your recommender will appreciate the information and will be able to write a stronger letter on your behalf.
4. STUDENT: Return parent statement, student statement and completed form to the counselor at least one month before recommendation is needed/due.
5. INCLUDE THE FOLLOWING:
 - a. Any information regarding the institution, scholarship or program you need a letter for.
 - b. Activities section or detailed resume.
 - c. Provide a stamped envelope with proper address, if the letter needs to be mailed directly.

****Remember to thank your counselor for writing your recommendation****

PERSONAL DATA SECTION

(Please type everything below in a separate word document)

1. Full Legal Name
2. Parent's Name
3. Student Email Address
4. List colleges where you are applying for admission (if applicable)
5. What subjects are you considering for your college major?
6. What Career are you considering?
7. What experience have you had in this career field?
8. What are your best subjects? Why? Use specific examples of depth of understanding in class work and problem solving.
9. What are your most difficult subjects? Why?
10. Briefly describe a hardship or difficult problem you've overcome, and how you handled it.
11. Briefly discuss leadership skills you possess, organizational skills you used in a project, or skills you possess that others have noted about you.
12. What are your hobbies or special interests? What experiences do you have in 1-2 of these?
13. List five words you would use to describe yourself. Explain at least 2 of them.

PLEASE ANSWER THE FOLLOW QUESTION ON A SEPARATE SHEET OF PAPER

(It can be the same sheet as your listed activities).

1. What special talents do you possess? (music, sports, etc.) How have you demonstrated them?
2. List three (3) or more teachers you know best.
3. Which teachers are writing letters of recommendation for you?
4. Please note any additional information that may be helpful in writing your letter of recommendation.