

Letters of Recommendation

Whom Should I Ask?

Core subject area teachers usually make good candidates, however you can ask any school staff member. Colleges generally prefer recommendations that speak towards your academic abilities. Recommendations from employers, coaches, faith leaders, or neighbors may be useful in terms of scholarship applications, but these types of recommendations are not academic. Make sure the person writing the recommendation knows you personally and is able to communicate your strengths. Please be considerate: school staff are happy to provide you with letters of recommendation, and it is important that you ask in person if possible.

When Should I Ask?

Make sure you give your recommendation writers plenty of time (at least one month before letters are due) as they may be writing for multiple students. Some colleges and the Common Application require you to send an email request to your recommendation writer. In this case, please inform that person that they will receive an email link where they can submit the letter directly.

How To Get the Best Results

Talk to your recommendation writers. Remind them of your accomplishments and let them in on your future plans (a resume or portfolio would be helpful). The best letters include specific examples and stories rather than vague praise. Give them an understanding of why you are applying and possibly what your intended major is.

Make sure your recommendation writers have everything they need to write your letters and submit them on time:

- Deadline information
- Completed brag sheet
- A copy of your complete essays/personal statement
- Name(s) of specific college/university that requires a letter of recommendation

Helpful Tips for You

- Be polite! People are usually happy to help you with recommendations if you ask politely and give them enough advance notice.
- Do NOT ask family or close relatives for letter
- On the application form, waive your right to view the recommendation letters
- Make sure your recommendation writer knows your deadline/s. Follow up with that person after a few weeks to make sure they are aware of your deadline
- Write thank you notes to your recommendation writers, and later, tell them where you've decided to go to college.

Senior Profile

****Please make a copy of this document to edit***

*Use this form to create a visual of your strengths, passions, dreams and goals. This form is a way to capture who you have become as a scholar and community member through time. It may be used as you ask for staff to write the letter of recommendations you need for college and scholarships. The profile will also help **you** in completing college applications and writing your personal statement for scholarship essays, or simply to help define your next steps after high school. The more information you can give, the clearer the picture, so please be thorough! Please share with your school counselor.*

Name	
Preferred name/ pronouns	
Address	
Personal Email	
GPA	
ACT/SAT/PSAT Score(s)	
Plans after leaving high school (college, technical college, military, work, gap year, etc....)	
Three words you would use to describe yourself:	
Three words someone else would use to describe you:	

Career and Personal Goals

Respond to the following questions. Please be as thorough as possible to give a clear picture of your profile:

<p>Discuss your career and personal goals.</p>
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Are there any particular circumstances, school experiences, or persons that influenced your preparation or motivation to attend college (e.g., cultural/financial background, family, teachers, schools you attended)? Please explain

Discuss your academic background. Did you utilize any additional support at your high school, such as tutoring?

Do your grades in high school reflect your academic ability or potential? Explain.

Grade	Community Service	Positions / Role	Responsibilities	Hours

Grade	Place of Employment (paid or unpaid)	Position & Responsibilities	Hours per week

Grade	Educational / Summer Programs/Camps	Description & Benefits

Grade	Honors / Awards (royal of the week/year, end of year academic awards, service awards, etc.)