

West Ranch High School
LETTERS OF RECOMMENDATION
How do I make it happen?

- ✓ Determine who you would like to write your letters. Most schools will require at least **1 teacher** and definitely **your counselor**.
- ✓ Your counselor will fill out the “**Secondary School Report**” and this process requires them to write a letter of recommendation. You will need to approach your counselor to notify them in advance.
- ✓ Go to you teacher and counselor and ask them if they will write you a letter. This should be done in person and on your own so the teacher or counselor can talk to you about the letter, if necessary.
- ✓ Each teacher and counselor take write the letters out of the kindness of their hearts and they are under no obligation to complete this task for you.
- ✓ Those writing the letters are very busy so please give them at least 2 weeks advanced notice for them to complete the letters 4 weeks is even better. If you approach them on short notice, they may tell you that they do not have time to complete the task (be prepared).
- ✓ The letter will be mailed directly to the school and generally the student is not provided with a copy of the letter.
- ✓ If you are asking the writers to complete the letters electronically, let them know they will be receiving an email from the schools that will provide them with the online access information.
- ✓ If you would like them to complete the paper version, you will need to provide them with a stamped (2 stamps) envelope that is address to the school along with the proper forms with **your portion filled out**.
- ✓ Please provide all writers with the attached “Brag Sheets”. Be as clear and thorough as possible. Where you can, elaborate with stories and examples. If you need more room feel free to expand.
- ✓ Your final step is to write a thank you note to those who wrote your letter of recommendation. It will make their day and show that you appreciate the time they took writing your letter(s).

PARENT "BRAG SHEET"

Please be specific and provide us with examples, it helps us to develop a strong letter of recommendation. This is your chance to tell us about your wonderful Wildcat!!!!

Student

Name _____

1. What do you consider to be your child's outstanding accomplishment during the past three or four years? Describe the accomplishment or event.

2. Please give examples of how your child has matured during the past three or four years? Please give and examples.

3. What do you consider to be his/her outstanding personality traits? Please provide at least one example of this trait.

4. Describe your son/daughter in five adjectives.

5. Are there any unusual or personal circumstances that have affected your child's educational or personal experiences?

6. Is there anything else you would like to add?

Parent

Signature _____

**REQUEST FOR COUNSELOR LETTER OF
RECOMMENDATION
PERSONAL INFORMATION SHEET**

NAME _____ DATE _____

COLLEGE/UNIVERSITY: _____

DUE DATE(S): _____

1. What are your academic interests? Why? Be specific.

2. Which courses have given you the most difficulty? Why were they difficult courses, how did you overcome the challenge?

3. Which specific courses would you like to study in college? Why do you want to learn more about this area of study?

4. What do you choose to learn when you can learn on your own? What do your choices show about your interests and the way you like to learn?

5. Describe an instance in which an article, book, play, film, or class discussion has caused you to change your way of thinking. Why? How?

6. Is your high school record an accurate measure of your ability and potential? If not, what do you consider the best measure of your potential for success in college work?

7. What circumstances, if any, have interfered with your academic performance?

8. Has any summer experience, travel, work, or volunteer work been of significant importance to you? Please describe experience and give examples.

9. What do you consider your greatest strengths? Why? Please give an example.

10. What do you consider your greatest weaknesses? Why? Please give an example.

11. Is there any other information you would like to share that would help the writer develop a strong letter of recommendation?

12. What is your chosen major? Why? If undecided, what are some possibilities?

13. What career are you considering for your future? What sparked this desire to pursue this career?

14. Describe in detail the single accomplishment of which you are most proud. Be detailed, tell your story.

15. Why do you want to attend _____ College/University? How is it a good fit for you? Be specific; pretend you are being asked this by an admissions officer.

List extracurricular activities you have participated in, the grade level(s) you were in, and any office or membership you have held. Please describe activity and responsibilities if it is not clear from the title.

CLUBS:

ATHLETICS:

AWARDS AND HONORS:

VOLUNTEER ACTIVITIES:

HOBBIES AND INTERESTS:

EMPLOYMENT:

ORGANIZATIONS:

Note: Remember to make a copy of each of the "Brag Sheets" for all those writing your Letters of Recommendation.