

Letter of Recommendation – Student Questionnaire Form

Date Received: ____/____/____

Student : _____ ID #: _____

Email Address: _____

Please allow a ***minimum of 2 weeks turnaround*** timeframe for completion of your request. Due to the high volume of requests received as well as the increased demands of counselor responsibilities at certain times of the year, there are times that a **one-month turnaround** is required. Please plan accordingly!

Letter of Recommendation is needed by this date: __/__/__

Purpose of Letter: ☐ College Admissions ☐ Scholarship ☐ Job ☐ Award ☐ Other

If you plan to attend college or a trade/technical school, what is your intended major or course of study? _____

Answer the following questions thoroughly: **take as much space as you need (feel free to attach additional paper)**. Your counselor will use this information when writing your recommendation to best represent you. Please write in complete sentences.

1. What two or three **academic** accomplishments are you most proud of and **why**?
2. What two or three **personal** accomplishments are you most proud of and **why**?
3. Of all the classes you have taken in high school, which one(s) have you enjoyed the most and **why**?
4. How do you learn best?

5. If you have selected a college major, what major and why?
6. Discuss a time you showed leadership in any way (i.e. Have you started something or enriched something?).
7. Tell me about a time you persisted in getting something done even though it was difficult.
8. What makes you stand out among your peers? (In other words: If I were going to describe you in a few sentences to someone who has never met you, then what would I say?)
9. List three adjectives you (and/or your friends) would use to describe yourself and **explain why**.
10. What are one or two important points you want me to get across to the reader of your college application?
11. Is there anything I need to explain to the admissions counselor? Any life events or irregularities that have negatively influenced you and/or caused your record to suffer (i.e. an illness, move, divorce, disability)?

Finally: Please attach a resume or list of activities.