



Letter of Recommendation Guidelines

Letters of Recommendation are a very important part of your private university and/or scholarship application. They provide colleges and scholarship committees with information about you as a person, not just as a student. Your letter is a great place to talk about things that make you stand out among thousands of applicants.

When you ask a teacher, counselor or community member to write a letter for you, show them your appreciation and professional manner; ask them in writing and provide them with plenty of information about yourself.

Include in your brief, typed note when you need the letter returned and how you will retrieve the letter from them, or if they mail it directly. PLEASE provide plenty of lead time for this letter (*AT LEAST TWO WEEKS !*).

Provide the letter writer with plenty of background information about yourself so they may write a detailed, quality letter for you (resume). You should provide a description of three important experiences, activities, or achievements in your life along with your resume. Be concise. Type your resume so you can use it for a variety of purposes.

If you do not know your counselor well, consider including the names of teachers who know you well so they can inquire about your characteristics with other staff members.

Your resume should include:

- List of extracurricular activities
- Volunteer/paid work experience
- Travel abroad experience
- Detailed account of 3 of your significant experiences
- Characteristics to describe yourself
- Hobbies and/or special interests
- Academic/career interests
- Awards/achievements
- Test scores (SAT, ACT, AP) and GPA
- Special circumstances
- Personal references

Provide everything the letter writer may need including addressed, stamped envelopes, email addresses, and/or transcripts. Provide your application number.

Consider getting extra signed copies addressed to: "To whom it may concern" for your next round of applications.

Send your letter writer a thank you, or even bring them a candy bar!

The amount of effort that you invest in your resume and pre-letter information packet is indicative of your work ethic and your desire to be accepted to the college of your choice and win those scholarships!



College & Career Resumé Worksheet

Use this as a *guideline* for your formal typed resumé for your Letters of Recommendation.

Full Legal Name / Address/ Email Address / Cell phone number

Academics

- Grade Point Average and Non weighted GPA
- Testing Information: SAT / ACT / AP

List any summer programs in which you have participated

Why has this experience enriched who you have become?

College and Career Information

- What undergraduate major/s are you considering?
- What careers (or jobs) have you considered pursuing?

Extracurricular Activities

- List ALL extracurricular activities at SLOHS, and/or outside of school (clubs, sports, student government, performing arts, Scouts, church activities etc.) in which you have participated during high school. Include grade and year participated and if you took a leadership role.
Activity / Dates / if you held an office / special honors

Volunteer Experience

- List any volunteer work or community service experience
Organization / Dates / Hours/ Duties / Contact Person

Work Experience— paid or unpaid

- List any work experience that you have had during high school:
Company / Dates / Position / Duties
- What have you used your money for?

Awards/Achievements

- List any awards, honors, or achievements that you have received during high school:
Dates of award/ who gave it / what it means to you / why awarded

Teacher Recommendations/Job References

- List some teachers and/or other adults who know you well and can give your counselor/ employer positive feedback about you:

Personal Reflection

- What are the 3 academic and/or personal accomplishments you are most proud of? Why?
Accomplishment / Dates / Reason

Special Considerations

- List any special circumstances you have experienced recently which have had a direct impact on your high school experience such as growing up as a 1st generation American, extended illness, parents' divorce, family hardships and/ or responsibilities.