**Recommendation Letter Request Form: Guidance Counselor**

**Date:**

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**Request for Who to Recommend:**

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**Why did you choose this person?**

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**Deadline to Submit Letter of Recommendation:**

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**Where and how to Submit the Letter of Recommendation:**

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**Student´s Full Name** *(as it will appear on your university application)***:**

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**Special Requirements** *(Language, or Submission)* **for Letter:**

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**Copy and Paste the Instructions for the Letter of Recommendation** *(be sure to include any formatting requirements and how your recommender should submit the letter)***:**

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**Select ONLY ONE option:**

* a general letter (going to many universities or on the Common App)
* a specific letter (for one specific university or scholarship)
  + Copy and Paste the link to the scholarship or university here:

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* If possible copy and paste the link or instructions for the letter here:

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**1. College(s)/scholarship(s) applying for:**

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**2. Intended college major(s):**

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**3. Intended college minor(s):**

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**4. Cumulative Grade Point Average (or Dante Average):**

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**5. What are your academic/career goals? Why? How do you hope to be different 4 to 5 years from now if you go to college?**

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**6. What are your true strengths? Why should a college choose you to be part of its student body?** *(Give examples that illustrate these strengths. Responses can come from academics, activities, athletics, hobbies, your personality, work experience, etc).*

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**7. What did you struggle with in classes?**

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**8. How have you shown improvement in that area either in that course or throughout life since then?**

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**9. What have you succeeded in classes? How have you shown this in life or future classes?**

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**10. What are your true strengths?**

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**11. Explain the accomplishments you are most proud of are…** *(Please include things from both school and other areas of your life, including special talents, interests, hobbies, etc.)*

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**12. Is there any circumstance that you want to remind your recommender about to perhaps be incorporated into your letter?**

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**13. Are there any obstacles you have overcome that you would like to share?**

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**14. Three personal qualities you like about yourself are…**

**15. The most difficult aspect of school for you has been…**

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**16. Give specific examples or stories to describe your…**

**(a) capacity for intellectual growth, academic potential and curiosity to learn**

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**(b) initiative, self-motivation and responsibility level**

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**(c) leadership potential**

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**(d) originality and creativity**

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*(You may skip answering 17-19 if you give your Academic CV as well to your recommender)*

**17. List major sports/music/art/other activities** *(include grade levels that you did them/awards received/leadership roles in each)***:**

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| **Activity** | **Description** | **Hours Per Week** | **Overall involvement (in years)** | **Awards or Additional Info** |
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**18. List work, intern, or research experiences** *(include position, company, specify dates of experience, length of time experience and average hours worked per week)***:**

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| **Activity** | **Description** | **Hours Per Week** | **Overall involvement (in years)** | **Awards or Additional Info** |
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**19. List volunteer activities or community projects that you organized or participated in.** (*Include dates and average hours donated):*

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| **Activity** | **Description** | **Hours Per Week** | **Overall involvement (in years)** | **Awards or Additional Info** |
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**20. Include any additional information that may be helpful:**

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