**COLLEGE RECOMMENDATION REQUEST FORM**

**Directions:**

Please fill out the following form. You should be thoughtful about your answers.

When you are finished:

1. Delete this page of directions
2. Save the file as a PDF with the file name in this format

First initial, last name, “recommendation request”.

For example: ehewitt recommendation request.pdf

1. Open the PDF and make sure the formatting looks correct and everything is able to be read.
2. Send it as an attachment in an email. You should also let the teachers know where they should send the letter or if they will be receiving a request via email from Naviance, the Coalition App, or a specific school. (Note that our spam filter often sends these emails to a junk folder. You should also email the teachers immediately after you actually request the recommendations from these websites, so that they know to check for them.)
3. Finally, you should provide a deadline for when the letter needs to be completed. Be considerate of the teachers’ time and make sure you give them plenty of time to prepare the recommendations. Do not request the letters a couple of days before they are due.

**Name**

**Email**

**RHS ACTIVITIES** List the 7 most important activities and the years you participated. And I mean you were active in doing something, not just that you signed up and never went!

Activity Sponsor Years Active What you did

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |

**COMMUNITY/NON-RHS ACTIVITIES -** Religious organizations, Summer programs, volunteer work, etc.

Activity Years Active What you did

|  |  |  |  |
| --- | --- | --- | --- |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

**WORK EXPERIENCE**

 Employer Position/Title Hrs./Week Length of employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**COLLEGE/CAREER GOALS AND ACADEMIC INTEREST**

Please list all colleges to which you are planning to apply.

What major/area of study are you considering for college (“undecided” is ok)?

What career(s) are you considering pursuing? If you have a sense of career, what appeals to you about that career? (Just give me a sense, no one will check to see if you changed your mind!)

Do you feel that your transcript accurately reflects your academic ability? If no, explain what factors or circumstances have interfered with your academic performance?

What do you think are your academic strengths?

**PERSONAL/SELF-EVALUATION**

Choose a man and woman (real or fictional) who possesses qualities you admire, and explain why.

What special interests or hobbies do you pursue outside of school?

What personal experience, summer experience, school/work experience, or travel has been of significant importance to you, and why?

**Is there any information you would like for me to emphasize or that you think I may not know about you that I should think about mentioning in the recommendation?**

**Please choose five words from the list below that describe you. (highlight)**

accountable

active

adaptable

adept

aggressive

alert

ambitious

analytical

articulate

assertive

attentive

broad-minded

capable

charismatic

clever

collaborative

committed

communicative

competent

concise

confident

conscientious

consistent

constructive

conversant

cooperative

creative

critical

curious

decisive

dependable

determined

diplomatic

discerning

disciplined

discrete

economical

effective

efficient

empathetic

energetic

enterprising

enthusiastic

experienced

expert

expressive

extroverted

fair

forceful

goal-oriented

helpful

honest

humorous

imaginative

implementer

improviser

independent

industrious

innovative

instinctive

intelligent

intuitive

knowledgeable

leader

logical

loyal

mature

methodical

mobile

motivated

objective

observant

open-minded

optimistic

organized

outgoing

patient

perceptive

persevering

personable

persuasive

pleasant

poised

positive

practical

precise

problem-solver

productive

professional

proficient

proven

realistic

reflective

reliable

resourceful

respected

responsible

responsive

self-directed

self-reliant

sense-of-humor

sensitive

serious

sincere

skilled

sophisticated

spontaneous

stable

stimulating

strong

sympathetic

systematic

tactful

talented

team-member

tenacious

tolerant

understanding

versatile

vigorous

warm

well-read

well-rounded

Provide an example how each of the five words from the list on the previous page applies to you.

**Read the statements and rate yourself using the scale below. (put an “x” in the appropriate box)**

(Be honest, it is not as if I do not know you! But I would like to know what you think.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Below Average | Average (mid 50%) | Good (Top 25%) | Excellent (top 10%) | Outstanding (Top 2-3%) |
| Ability to organize/use time |   |   |   |   |   |
| Self-confidence |   |   |   |   |   |
| Desire to learn new things |   |   |   |   |   |
| Willingness to take risks |   |   |   |   |   |
| Ability to get along with others |   |   |   |   |   |
| Willingness to work hard |   |   |   |   |   |
| Imagination/Creativity |   |   |   |   |   |
| Ability to express self |   |   |   |   |   |
| Sense of humor |   |   |   |   |   |
| Concern for others |   |   |   |   |   |
| Emotional maturity |   |   |   |   |   |
| Reaction to setbacks |   |   |   |   |   |
| Understanding new concepts |   |   |   |   |   |
| Self-discipline |   |   |   |   |   |
| Growth potential |   |   |   |   |   |
| Leadership |   |   |   |   |   |
| Energy |   |   |   |   |   |
| Motivation |   |   |   |   |   |
| Warmth of personality |   |   |   |   |   |
| Personal initiative |   |   |   |   |   |
| Respect accorded to faculty |   |   |   |   |   |