

LETTERS OF RECOMMENDATION (L.O.R.) MINIMUM 10 WORKING DAYS NOTICE REQUIRED



COMPLETE A LETTER OF RECOMMENDATION PACKET AND TURN IN TO YOUR COUNSELOR **AT LEAST 10 WORKING DAYS** BEFORE IT NEEDS TO BE MAILED.

- SUPPLY THE ADDRESSED AND STAMPED ENVELOPE(S) NEEDED TO SUBMIT YOUR LETTER(S). USE 2 STAMPS PER L.O.R. (TRANSCRIPTS ARE USUALLY INCLUDED) JUST TO BE SAFE.
- PLAN AHEAD, ESPECIALLY CLOSE TO HOLIDAYS. WAITING TO ASK FOR A LETTER WITHOUT THE REQUIRED NOTICE TIME WILL MOST LIKELY RESULT IN SEARCHING FOR SOMEONE ELSE TO WRITE YOUR LETTER!
- COMMUNICATION WITH YOUR COUNSELOR IS IMPORTANT. DON'T JUST DROP OFF YOUR PACKET. PERSONALLY GIVE HER YOUR INFORMATION AND ASK FOR A RECOMMENDATION. YOUR COUNSELOR HAS APPROXIMATELY 500 STUDENTS WITH OVER 100 OF THOSE BEING SENIORS. GET YOUR REQUEST IN AS EARLY AS POSSIBLE!!!
- BE THOUGHTFUL AND SHOW YOU APPRECIATE THE GIFT OF A LETTER ☺

Teacher and Counselor Recommendations



Teacher and counselor recommendations are important aspects of many application materials. Keeping this in mind, carefully consider the teachers whom you select to complete your recommendations.

1. Complete a personal resume and a “Student Brag Sheet” and make copies so you can give them to anyone you ask for a recommendation. Your parent may also complete a “Parent Brag Sheet” to be included in this packet. (See the “Sample Resume” and the “Parent and Student Brag Sheets” on the next few pages.)
2. When you have decided whom you will ask to write your recommendations, be sure that you give any college-mandated forms to them as soon as you receive them. Add a note stating the exact date the recommendation is due to the college or scholarship committee.
3. Be sure that YOU have filled out all applicable sections on the teacher form before delivering it to the teacher/counselor.
4. Provide the teacher/counselor with a stamped and properly addressed envelope for mailing the recommendation.
5. On most teacher/counselor recommendation forms, you will be asked whether you waive your right to view the recommendation. It is generally better to indicate “yes” so admissions officers know that teachers’ or counselors’ comments are completely candid.
6. Deliver the recommendation request personally along with information about yourself. Do NOT leave it on a desk, in the mailbox, or depend on someone else to deliver it for you.
7. **Ten workdays** is the minimum acceptable time period to give a teacher or counselor. Do not wait until December 18th for a January 1st deadline. Teachers and counselors should not be expected to complete recommendations when they are not working.
8. Follow up a teacher/counselor recommendation with a thank you note. The teacher/counselor has given you a gift!
9. Some applications (particularly scholarship applications) may ask for a photograph. Order a sufficient number of pictures with that thought in mind.

Sample Resume for College Applications & Letters of Recommendation

Sally Sample
9408 Shady Grove Parkway
Austin, Texas 78706
512-868-9234 or 512-566-8686

Educational Background: Madison High School
1111 W. 6th Street
Austin, Texas 78706
Class of 2010, Completing 12th Grade 6/04/10
GPA: 3.4392, Class Rank: 198 of 500

Work Experience: Old Navy Sales Team Member 06/2008-present
Summer Camp Assistant Counselor 06/2008 & 06/2009
Babysitting Service 05/2006-05/2008
House and Pet-Sitting Service 05/2006-05/2008

Organizations & Awards: Madison Outdoor Performing Ensemble
Saxophonist 8/2006-present
Madison Jazz Band
Oboist 8/2006-present
Madison Philharmonic Orchestra
Oboist 2007-2008
Madison Symphonic Winds
Oboist 2006-present
Superior in Solo Competition 2007- 2009
Madison Track Team
1600 and 800 Meter 2006-2007
Placed in District 1600 Meter 2007
4th Place in District 800 Meter 2008
Latin Club Member 2006-2009

Volunteer Service: Service Projects: Students Over Self 8/2006-present
St. David's Hospital Volunteer 6/2007-present
Veterans' Day Parade Participant 11/2006-2008
Martin Luther King Parade 1/2007

References:

Michael Warde, Program Manager
St. David's Volunteer Coordinator
512-444-5544

Miranda Gayton, SOS Sponsor
Madison High School
512-282-3445

James Harold, Director
Madison Band Program
512-414-3333

Kaitlyn Miller, Teacher
Madison High School
512-864-2833

STUDENT BRAG SHEET



Please complete this form when requesting letters of recommendation. You may e-mail your answers to the person who will be writing your letter or you may write on a separate piece of paper if needed.

Please note: All requests for letters should allow at least 10 work days.

Student's Name _____ Email Address _____

SAT Reasoning Test: Critical Rdg. _____ Math _____ Writing _____ ACT: _____

SAT Subject Tests: Test _____ score _____ Test _____ score _____

AP Tests: Test _____ score _____ Test _____ score _____ Test _____ score _____

Personal Reflections: Please answer as completely as you can. Use additional sheets if necessary. This information will be used when writing your college recommendation letter.

1. What two or three (academic & personal) accomplishments are you most proud of? Why?

2. List four teachers or staff members who know you well and who can speak confidently about your academic ability. What adjective do you think each of these adults would use to describe you? Why?

(1) _____

(2) _____

(3) _____

(4) _____

3. What do you see as your greatest academic and personal strengths? For each strength you list, describe a time when you demonstrated that trait.

Student Brag Sheet, Continued

4. List three adjectives you would use to describe yourself. Why?

5. List two adjectives your friends would use to describe you. Why?

6. Discuss a failure that taught you something.

7. Describe your greatest success.

8. What is your “one-sentence philosophy of life”?

9. List three goals that you have in life:
 - (1) _____
 - (2) _____
 - (3) _____

10. List the colleges currently on your college search list.



ACADEMIC HONORS

Briefly describe any scholastic distinctions or honors you have won while in high school.



EXTRACURRICULAR, PERSONAL, WORK, AND VOLUNTEER ACTIVITIES

Please list your principal extracurricular, community, and family activities and hobbies in the order of their interest to you. Include specific events and/or major accomplishments such as musical instrument played, varsity letters earned, etc. Indicate whether you will continue to pursue these in college. (You may attach a resume, if you have one!)

Parent Brag Sheet



Note to Parents: Please complete this form so that your child's counselor will have information, which may be helpful in writing letters of recommendation. Feel free to use additional pages, if necessary, or to email your responses. This form and your answers should be returned to the person who will be writing the letter of recommendation as soon as possible.

All requests for letters should allow at least 10 workdays.

Student's Last Name: _____ First Name: _____

Parent's Name: _____ Email Address: _____

1. What do you consider to be your child's most outstanding accomplishments in the past 3 to 4 years? Why?
2. In what areas has your child shown the most development and growth since entering 9th grade?
3. What are his or her most outstanding personality traits? Describe a situation in which these qualities were present.
4. If you had to describe your child with five adjectives, what would they be? Please give an example to illustrate each one.
5. Based on your observations over the past 3-4 years, which classes has your child enjoyed the most? What do you think this says about his/her approach to learning?
6. Describe an activity (extracurricular, athletic, community, school-related and other) to which s/he has devoted extensive time and effort. What do you think s/he gained from this experience?
7. Describe a particular challenge which s/he handled effectively.
8. Are there unusual circumstances that have affected your child's educational or personal accomplishments? If so, please explain.
9. Please list specific colleges s/he is considering.
10. What can s/he contribute to these colleges, if selected?