DENMARK HIGH SCHOOL

Letter of Recommendation

Information Sheet

If requesting a Counselor Recommendation or Evaluation for college and/or scholarship applications, please complete this form. Electronic or typed is preferred. If electronic, please attach it to an email, add to the subject line your full name and the words “Letter of Rec Info Sheet” and send it to your counselor. Keep a copy of it for yourself to give to teachers as needed. This form needs to be completed only once; each counselor keeps this form on file for future use.

Name: Date:

 (Last) (Legal First) (Preferred Name)

1. What motivates you to want to attend college? What do you look forward to?
2. Have you decided what you would like to major in? Describe your interest in this subject.
3. Three unique words that best describe you: , ,
4. Are there any aspects of your transcript that you would like the counselor’s letter to address? This includes special circumstances affecting grades or test scores.
5. Describe your proudest academic accomplishment.
6. Describe your proudest personal accomplishment
7. Optional Questions (Answer if relevant of it will help us write a better letter)
	1. What extra-curricular and/or work activity has been most important to you? Why? Describe.
	2. Do you have a hobby that is important to you? What has it helped you learn about yourself?
	3. Have you participated in any unique travel experiences?
8. What do you want my letter to tell colleges about you? What is important for them to know?
9. List colleges that you are applying to with due dates: Ex. UGA (Oct 15)
10. Include resume that lists clubs, activities, and service organizations you have participated in at high school, non-school activities and leadership roles, and any awards or honors you have received.