

Profile & Request for Recommendation Information Sheet

You may be asked to submit a letter of recommendation from a counselor or teacher with your college application or with scholarship applications. In order to write a complete recommendation, they need information from you. Please complete this form carefully and think before you write. Since the letter of recommendation is a necessary and crucial part of your application, you need to respond honestly and thoughtfully to the items below. Provide many specific details and give your out-of-school activities ample attention. Don't sell yourself short—BRAG! Use extra paper if necessary to complete any responses. Counselors require 2 weeks to complete the letter. Teachers might require longer.

Please prepare a stamped, addressed envelope for each college. Remember that Common Application recommendations are done online and do not require envelopes for mailing.

Name: _____ Counselor: _____

Graduation Year: _____ Email: _____

Dates you took: SAT: _____ SAT II: _____ ACT: _____

Scores: Verbal: _____ Math: _____ _____ Composite

Tests/Scores: _____

List 6 adjectives that describe you:

1) _____ 4) _____

2) _____ 5) _____

3) _____ 6) _____

Do you think your grades accurately reflect your academic abilities and accomplishments? _____

List your strengths: _____

List your weaknesses: _____

Describe some topics you have enjoyed writing about or researching: _____

What are you hoping to get out of your college experience to help you prepare for your future?

Academically: _____

Personally: _____

What do you feel you can contribute to the college you will attend? _____

What else should be known about you? (special summer travel or school experience, home projects, reactions to elections you lost or games you didn't win, reasons for a weak grade, honors you may be too shy to brag about, family situations, reasons you may have to work which may affect your school work, special talents, etc.) _____

Rank yourself in the following categories:

	Below Average	Average	Above Average	Excellent Top 10%	Excellent Top 2%
Energy	_____	_____	_____	_____	_____
Independence	_____	_____	_____	_____	_____
Originality	_____	_____	_____	_____	_____
Leadership	_____	_____	_____	_____	_____
Self-Confidence	_____	_____	_____	_____	_____
Reaction to Criticism	_____	_____	_____	_____	_____
Sense of Responsibility	_____	_____	_____	_____	_____
Respect for Teachers	_____	_____	_____	_____	_____

What should a college admissions director know about you as a student that has not or cannot be measured by your grades and test scores? Have you experienced any hardships (family, personal, etc)? How have you overcome that experience? What have you learned? _____

List your out-of-school and extra-curricular activities (hobbies, sports, work, etc.) _____

List specific responsibilities/positions of leadership you have had in these activities: _____

What is your intended major (if you already know)? _____

Is there anything very special about you not mentioned above? _____

Remember that you can use additional sheets of paper to complete the above. Although a résumé is NOT required, you may attach yours if you have one prepared.

Application Deadlines

Name of College	Deadline
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please include the name of your counselor information where it is requested on your forms:
_____, School Counselor
_____, Counselor Email

