

# LETTERS OF RECOMMENDATION

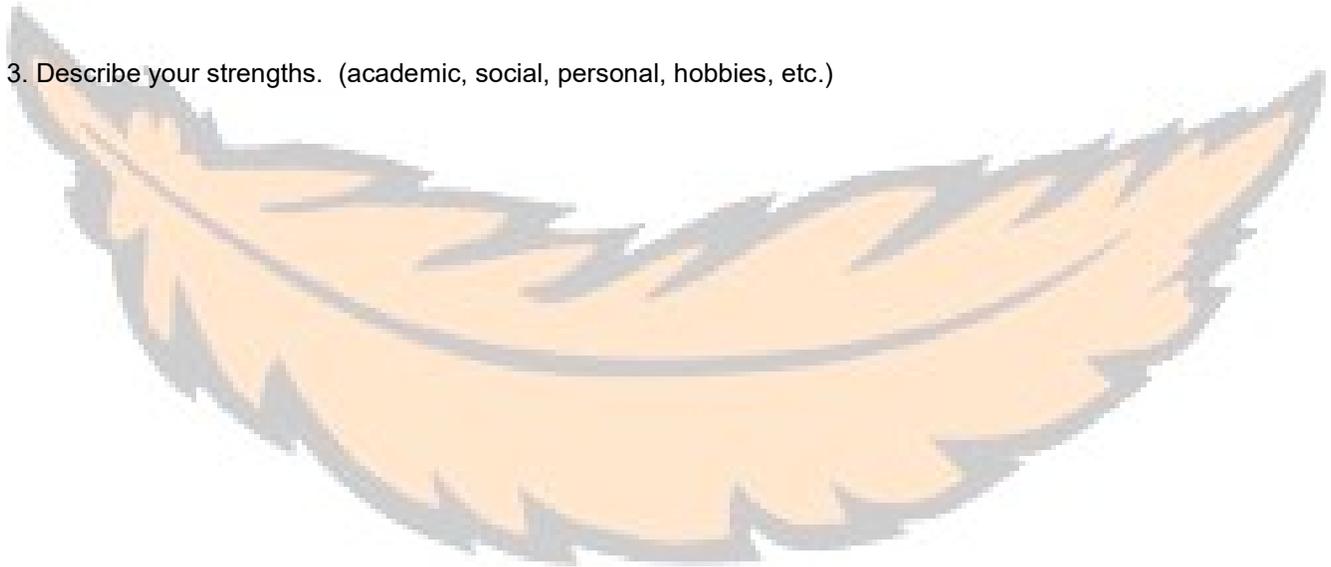
- Letters of recommendation are absolutely crucial in the college admission, scholarship application process. Some employers also request them.
- Colleges already know the student's GPA and test scores from transcripts submitted. They are looking for personal insights about the student, the special characteristics that set the applicant apart from others, qualities that a transcript does not reflect. Teachers, counselors, coaches or club advisors who know the student VERY WELL are the best sources of effective letters.
- Request letters from a variety of teachers and coaches. This will better demonstrate a balance of interests and your strengths in several areas, not just one subject. The most selective colleges will want to see letters written by teachers of your college prep classes (foreign language, AP/CC classes, etc.) who have witnessed your academic strengths. Do not include letters written by family members or peers.
- Request letters ***at least two weeks in advance of the date needed***. **Not only is this a courtesy** to the very busy people often asked, but it avoids the stress of rushing at the last minute or not being able to write it at all. Remember, the most successful letters are ones where the writer is able to take the time to make the letter unique as opposed to the "cookie cutter" letter that sounds like all the others.
- **If the letter is to be mailed**, be sure to give the writer an addressed, stamped envelope.
- To help the people you will ask to write the best possible letter of recommendation for you, supply them with the following documents: ***Request for Recommendation, Parent Brag Sheet, and a Self Evaluation*** found on the following three pages. These forms are on the next three pages. You may also pick-up copies of these forms in the Career Center.





2. List the two or three extra-curricular activities which you have found to be the most meaningful. Explain why each has been important to you.

3. Describe your strengths. (academic, social, personal, hobbies, etc.)



4. Explain a future goal. (educational, career, personal)

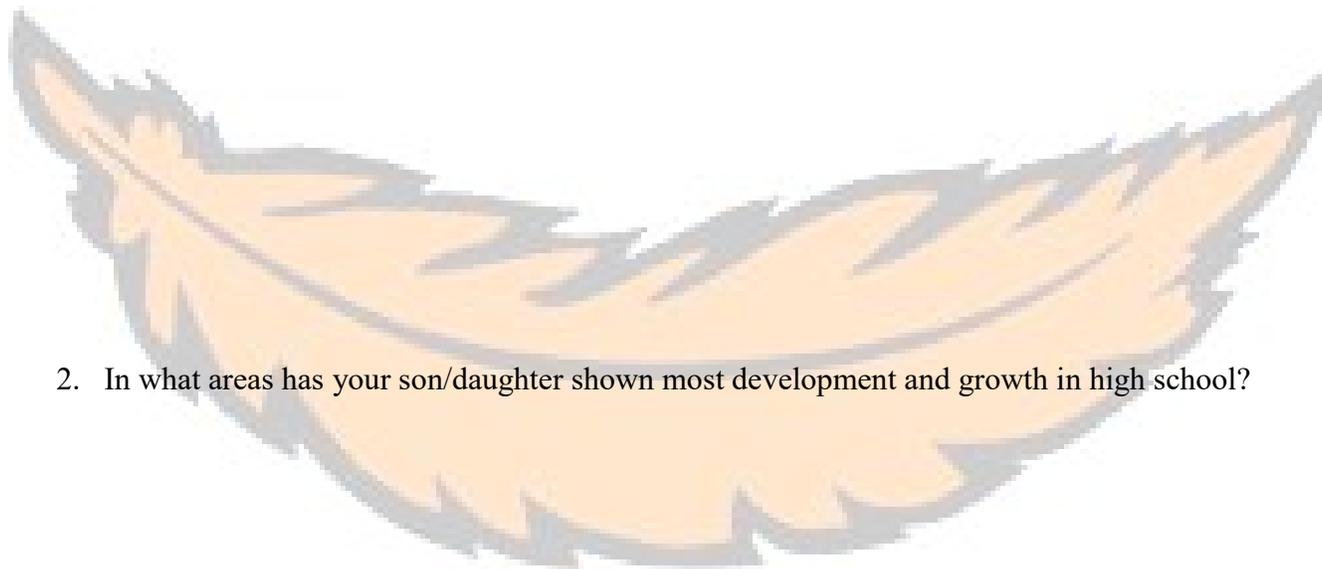
## ROSEBURG HIGH SCHOOL PARENT “BRAG” SHEET

Letters of recommendations can be an instrumental part of college admissions and scholarship selection processes. To help a teacher or counselor write the best possible letter for your son or daughter, please answer the following questions without input from your son or daughter. Please be as thorough as you can. If the space provided is not sufficient feel free to attach additional sheets.

Student Name: \_\_\_\_\_

Person completing this form: \_\_\_\_\_ Date: \_\_\_\_\_

1. What do you consider the outstanding accomplishment(s) of your son/daughter since his/her freshmen year of high school? What makes this/these accomplishments important in your mind?



2. In what areas has your son/daughter shown most development and growth in high school?

3. In what ways has your child surprised you? Does he/she excel at something you never thought possible? Does he/she possess an extraordinary talent in something that they have been pursuing for many years? Are there “off the beaten path” interests in something academic or extracurricular? Are they collectors of anything? Give examples.

4. If you had to describe your son/daughter in three or four adjectives, what would they be? Give examples of why you choose those adjectives.

5. What do you feel is the most important thing an admissions or scholarship selection committee needs to know about your child?



6. If applicable, describe a leadership or service activity your son/daughter has participated in.

7. Has there been any meaningful school project(s) your child has completed? If yes, please describe.

Please return this sheet to the person writing the letter **two weeks** before the letter is needed.

## Self-Evaluation

The information you provide in this questionnaire can be of assistance to people you ask to write a letter of recommendation. Read the statements below carefully and rate yourself accordingly. Be honest and realistic! Include this document along with the "Request For Recommendation" and a "Parent Brag Sheet."

<b>Ratings</b>	Below Average	Average	Good	Excellent	Outstanding
Ability to organize and 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					
Ability to understand new concepts					
Self-discipline					
Growth potential					
Leadership					
Energy					
Motivation					
Warmth of personality					
Personal initiative					