

Letter of Recommendation Request

Private universities and many scholarships require that you include a letter of recommendation. If you plan to ask your counselor, teacher, or administrator for a letter of recommendation, please use the following tips to streamline the process.

UC & CSU COLLEGES DO NOT REQUIRE OR ACCEPT LETTERS OF RECOMMENDATION

ALL ANSWERS INCLUDING THE DATA FORM OR RESUME MUST BE TYPED AND ATTACHED TO THIS FORM WHEN SUBMITTED TO YOUR COUNSELOR. YOU CAN DOWNLOAD A COPY OF THIS FORM FROM THE SANTIAGO COUNSELING WEBSITE (<http://www.cnusd.k12.ca.us/shs>) TO FILL IN YOUR INFORMATION.

WHEN YOU REQUEST A LETTER OF RECOMMENDATION FROM A COUNSELOR, TEACHER, OR ADMINISTRATOR:

- Make sure that the person you ask to write your recommendation knows you well and has a positive rapport with you.
- Make personal contact (preferably via an appointment) with the person you intend to ask for a letter of recommendation. **NEVER leave a request in a mailbox.** In person, you can ask for a letter of recommendation instead of assuming that one will be written.
- Type the Personal Profile and Senior Data Form and give it to your counselor, teacher, or administrator.
- Always be sure to give the writer **AT LEAST TWO-THREE SCHOOL WEEKS NOTICE** (preferably more). This will help ensure that the writer's schedule will allow him/her to respond before your deadline. Your lack of planning does not constitute an emergency on their part.
- If you are not applying through the Common Application, you may need to request an official transcript from the registrar's office for each college that you are applying to. Scholarships might also require an official transcript.
- **When filling out your questionnaire, use brief narratives to describe and give examples of your qualities, accomplishments and goals.** Your parents can be a good resource of information for you so ask them to help.
- Thank the writer. A verbal and or personal note reflects your manners and an understanding of the time and effort given to write your letter of recommendation.

REMINDER: ALLOW A MINIMUM OF 2-3 SCHOOL WEEKS FOR LETTERS



Home of Scholars Achievers and Champions

SANTIAGO HIGH SCHOOL

1395 Foothill Parkway, Corona, CA 92881

(951) 739-5600 Fax (951) 739-5639

www.cnusd.k12.ca.us/shs

Release of Information for College/ Scholarships Recommendations

Student Name: _____

Student ID #: _____

If you need your counselor to complete a recommendation or evaluation form that includes a copy of your transcript (ex: Common Application, SEND EDU), please read and sign the statement below. Return this release form with all required forms to your counselor

“I hereby authorize the release of all requested student records.”

Student Signature

Date

Parent Signature

Date

Student Name: _____ **ID#:** _____

Student Email: _____

Student Phone Number: _____

Colleges or Scholarships to which you are applying:

Name:	Major/ Minor	Due Date:

Complete the statements below to help your counselor, teacher, or administrator write your letter of recommendation.

State the three qualities I like best about yourself and why:
(Support each quality with an example)

1.

2. _____

3. _____

The three qualities I think my teachers or employer respect most about me are:
(Support each quality with an example)

1.

2. _____

3. _____

Type your response to each in the box provided. Each box will automatically expand to accommodate the length of your comments. So, please be thorough in your response.

What do you want to major in? What inspired you to select that major?

What are your career goals and how did you come to that decision? What inspired you to choose this as a career?

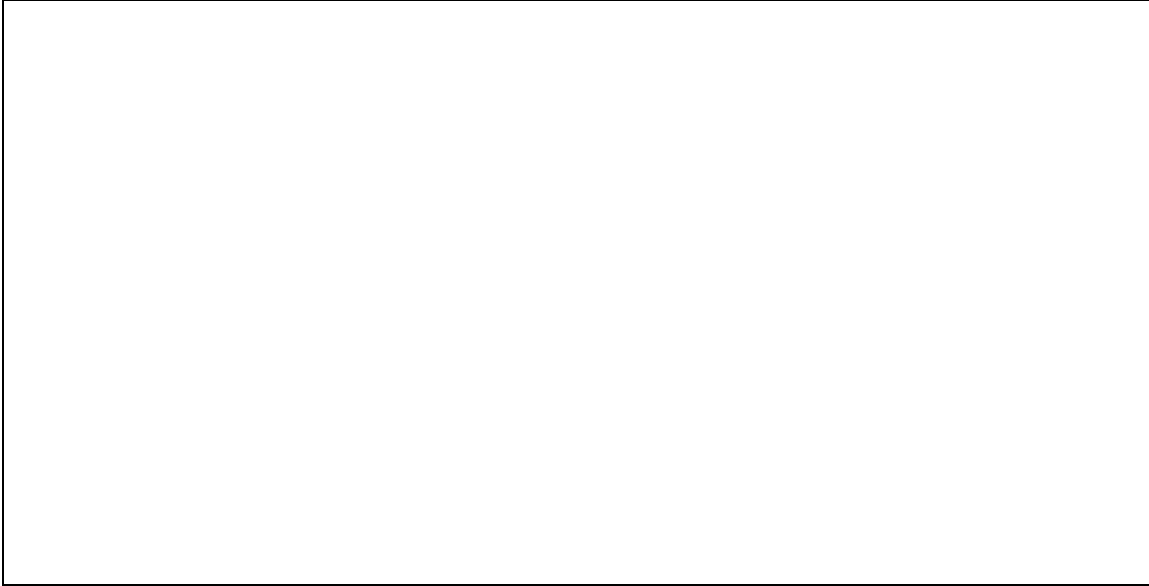
Leadership experiences you have had and how you have made a difference as a leader:
(Support each experience with an example and or description)

Ways in which you have made an impact in school, the community, and /or in your family are: (Support each experience with an example)

Examples of your initiative, self-motivation and responsibility level are:
(Ex: I started the Best Buddies Club my freshman year because...)

My special talents are:

If you have experienced a challenge in your life, have a unique situation or special circumstance describe how you have grown from this and how it has impacted your life (Ex. unusual accomplishment, first-generation college, family hardships).



What points, qualities, or additional information should be included in your letter of recommendation and why is this significant to you?



Senior Data Form

Student Name: _____ ID#: _____

Activity	In each category list dates, year in school, etc. and explain your contributions to the organization.
School Clubs and/or Organizations	
Elected Offices/Leadership Positions	
Awards and Honors	

Senior Data Form (page 3)

Student Name: _____

ID#: _____

Activity	In each category list dates, year in school, etc. and explain your contributions to the organization.
Hobbies, Interest, and/or Talents	
Other	