

Name:	Short ID#:
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Date Received

Letter of Recommendation Request

🔄 You must submit this form 10 school days in advance of the due date.
 (Mailing time is in addition to the 10 days, if mailing is required only)

Online recommendations: You do not need to provide an address if the recommendation is an internet based system, like the Common Application. Many if not most colleges now have online recommendation systems. Please use those systems, we prefer them, and they are more expedient. You simply need to use your counselor's email address to e-vite them.

When a college has no such system, your recommendation must be mailed.

Mailed Recommendations: Recommendations must be mailed by your counselor. Students and parents may not mail them. We do not provide copies to students or parents for that reason. College names/Scholarship names and addresses must be provided along with this form or they will not be mailed. Include any required forms. Please keep them organized and separated by college with paper clips or staples please.

College/Scholarship: _____

Address: _____

Due Date: _____

 College/Scholarship: _____

Address: _____

Due Date: _____

 College/Scholarship: _____

Address: _____

Due Date: _____

College Major:	_____
Career Choice:	_____

Counselor's emails	
A-CA	Susan.Forbes@cjuhsd.net
CE-FO	Kelly.Shaw@cjuhsd.net
FR-JE	Cynthia.Deiner@cjuhsd.net
Ji-MBA	Lindsay.Fotia@cjuhsd.net
MC-Q	Kevin.Morris@cjuhsd.net
R-STO	Jim.McDonald@cjuhsd.net
STR-Z	Richard.Revard@cjuhsd.net

(copy this page if you have additional institutions to include)

This form assists your counselor in writing your recommendation. The more specific details you can give, the more thorough your college recommendation will be. You should spend about 3-4 hours on this document, recalling information, revising and restating information the best way possible.

(You may use additional paper to answer these questions)

1. Describe yourself using 5-6 words.
2. School activities: List the activities in which you have participated, the number of years and the amount of time per week you spent, and what you have gained or learned from each activity. Consider artistic, athletic, literary, community service and leadership positions.
3. Which activity was most important to you? Why?
4. What do you consider your most important activities outside of school? List jobs, paid or voluntary; religious activities; hobbies; travel; music; art; and drama. Include the number of years of your involvement and the amount of time you spent on the activity weekly, and explain why this activity was significant to you.

Recommendations: Student self-assessment (page 2)

5. In or out of school, which awards and honors have you received? Which elected offices have you held?

6. What book(s) and courses have had the greatest impact on you? Why?

7. Describe the academic accomplishment (major paper, science experiment and/or artistic project) you are most proud of, and tell why you take pride in it.

8. What kind of learner are you? Which academic setting or assignments make you thrive? What interests you?

9. List your three most distinguishing or most admirable qualities. Explain each in several sentences.

10. What do you hope to accomplish in college and after? Consider your career goals and your broader goals.

Source: Jim Bell, Lick-Wilmerding High School, California

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How to Get a Great Letter of Recommendation

Colleges often ask for two or three recommendation letters from people who know you well. These letters should be written by someone who can describe your skills, accomplishments and personality. Colleges value recommendations because they:

- Reveal things about you that grades and test scores can't
- Provide personal opinions of your character
- Show who is willing to speak on your behalf

Letters of recommendation work for you when they present you in the best possible light, showcasing your skills and abilities.

When to Ask for Recommendations

Make sure to give your references at least one month before your earliest deadline to complete and send your letters. The earlier you ask, the better. Many teachers like to write recommendations during the summer. If you apply under early decision or early action plans, you'll definitely need to ask for recommendations by the start of your senior year or before.

Remember that some teachers will be writing whole stacks of letters, which takes time. Your teachers will do a better job on your letter if they don't have to rush.

How to Get the Best Recommendations

Some teachers write many recommendation letters each year. Even if they know you well, it's a good idea to take some time to speak with them. Make it easy for them to give positive, detailed information about your achievements and your potential by refreshing their memory.

- Talk to them about your class participation, provide this information in a written form too.
- Remind them of specific work or projects you're proud of.
- Tell them what you learned in class.
- Mention any challenges you overcame.
- Give them the information they need to provide specific examples of your work.
- If you need a recommendation letter from a counselor or other school official, follow these guidelines:
- Request a letter well ahead of time.
- Provide information about your accomplishments, hobbies and plans for college and the future.
- If you need to explain part of your transcript — low grades during your sophomore year, for example — do so. Explain why you had difficulty and discuss how you've changed and improved since then.

You may want to provide them with a resume that outlines your activities, both in/outside the classroom, and your goals.

Final Tips

The following advice is easy to follow and can really payoff:

- Waive your right to view recommendation letters. Admission officers will trust them more if you haven't seen them.
- Give your references addressed and stamped envelopes for each college that requested a recommendation.
- Make sure your references know the deadlines for each college.
- Follow up with your references a week or so before recommendations are due.
- Once you've decided which college to attend, write thank-you notes. Tell your references where you're going and let them know how much you appreciate their support.