

# North Central High School Letter of Recommendation Packet

**Deadline: October 1**

**Any student requiring a Counselor Letter of Recommendation must complete this packet by the deadline above. Please print legibly when completing this packet and return to the NCHS Guidance Office.**

*The amount of effort that you put into this document will reflect the quality of information that your counselor can put into your letter of recommendation.*

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

Email Address \_\_\_\_\_

Counselor \_\_\_\_\_

## **Your Completed Packet Must Include:**

\_\_\_\_\_ Letter of Recommendation Worksheet  
 Hard copy attached

\_\_\_\_\_ Resume  
 Hard copy attached  
 Student Information Sheet  
 Completed resume in Naviance

\_\_\_\_\_ Student/Parent Signatures

**Please list colleges to which you are applying that require a counselor letter of recommendation. Letters of recommendation will not be sent to the colleges until your application has been marked as "submitted" in Naviance/Colleges I'm Applying To.**

- |    |    |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

I have read and understand all of the information included in this packet. I waive my right to access my counselor letter of recommendation and/or my secondary school report at any time (including after my graduation). *If you have any concerns about this waiver, please contact your school counselor directly.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed Packet is Due to the Guidance Office No Later than October 1**

# Letter of Recommendation Worksheet

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

Intended College Major: \_\_\_\_\_

*If you are more comfortable providing typed responses to these questions, please feel free to do so. Simply submit a hard copy of your typed responses along with this worksheet.*

***In addition to completing this worksheet, please include a resume of high school activities, awards and honors, work experience and community service, to your counselor and to each teacher that will be writing a letter of recommendation for you. (A sample resume is provided in the College Application Book on page 48. You may also use the resume builder found in Naviance Student in the "About Me" tab.)***

***All letters of recommendation for college applications will be uploaded through Naviance. The Letter of Recommendation Worksheet and your resume should be submitted to your counselor and teachers four weeks prior to any admission deadlines.***

1. College(s) to receive your letter of recommendation or counselor form:  
(Circle top three choices)

2. In what way does your GPA reflect (or not) your true ability?

3. Why are you a good match for the college(s) you are considering?

4. Frequently, colleges want to know how students manage challenges. The transition to college is often marked by a variety of challenges. Specifically describe a challenge or difficulty you have faced. **How have you grown from the experience?**

5. *Specifically in reference to the class that was taken with the teacher writing your letter of recommendation:* Describe the academic accomplishment or "stand out moment" (examples: a specific paper, experiment, in-depth project or speech) you are most proud of, and tell why you take pride in it.

6. What do you consider your most important activities, either in or outside of school? Explain why these are significant to you.

7. Describe a situation where you have been a leader, and how did it affect or change you?

8. What would your friends say are your three best qualities? (Examples: a good listener, trustworthy, etc.)

9. What three adjectives would you use to best describe yourself?

10. What is something special about you that makes you unique or distinctive?

11. What do you hope to accomplish in college and beyond? Consider your career goals, as well as broader, life-long goals.

12. What are you passionate about? What motivates you?

***The Letter of Recommendation Worksheet and your resume should be submitted to your counselor and teachers at least 10 business days prior to any admission deadlines.***

# Student Information Sheet

Name \_\_\_\_\_ Class of 20\_\_\_\_\_  
Last First MI

Email Address \_\_\_\_\_ Student ID # \_\_\_\_\_

GRADES 9-12

## Awards, Honors & Recognitions

_____	_____
_____	_____
_____	_____

**School Club Memberships & Services** (peer tutor, student helper, special event assistant, etc.)  
-Note offices held or leadership roles

_____	_____
_____	_____
_____	_____

## Athletic Participation

Sport

# Years

Leadership Roles/Recognitions

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Significant extra-curricular activities** (Volunteering, Community Service, Summer Academic Programs, Travel, Faith-based)

_____
_____
_____

## Work Experience

Type of Job

Hours per Week

Dates

_____	_____	_____
_____	_____	_____
_____	_____	_____

## Hobbies/Interests

_____
_____
_____