

Letter of Recommendation Request Packet Silverton High School



Instructions for students: Please complete the student reflection questions (typed on a separate piece of paper) and attach an academic resume. Return to your counselor or teacher when complete. Allow a minimum of 2 weeks for letter completion when requesting a letter of recommendation.

Student Name: _____

School(s)/Programs/Scholarships requesting for:

1. _____
2. _____
3. _____

Date needed by: _____

Student Reflection Answers

Your teachers and counselor will be using the following information when developing their letters of recommendation. Please type your answers to the following questions on a separate piece of paper. Remember to give teachers and your counselor at least 2 weeks to complete a letter of recommendation.

1. Provide a self-description...consider these suggestions:
 - Select 5 adjectives to describe yourself and explain why you picked them.
 - What are your strengths
 - In what areas would you like to see additional personal growth?
 - How do you perceive yourself? How do others perceive you?

2. Describe your proudest accomplishments. Include at least one educational example.

3. What involvement or activity has been most meaningful to you? Explain.

4. How have you demonstrated leadership in and out of the classroom?

5. Are there any circumstances (positive or negative) that have had an impact on your education or academic performance? Explain.

6. What are your tentative career goals?

Sample Academic Résumé

Student Name

1456 Pine St. Silverton, OR 97381

Email: goodstudent@yahoo.com

Academic Record:

GPA: 3.75

Class Rank: 67/305

SAT: Reading – 670 Math: 640: Essay Score: 7

AP Test Score: US History – 4, AP Lit – 4

Honors Courses: Accelerated English 3, AP Literature, Anatomy and Physiology, Chemistry, Spanish 3, Spanish 4 Accelerated Algebra 2, Pre-Calculus and Trigonometry

School Activities:

ASB: 9-12th grade

Drama: 9-12th grade

Interact Club: 10-12th grade

National Honor Society: 10-12th grade

Auto Club: 11-12th grade

Track and Field: 11-12th grade

Out of School Activities:

Piano: 9-12th grade

Church Youth Group: 9-12th grade

SACA Volunteer: 10-12th grade

Cashier – Papa Murphy's Pizza 11-12th grade

Leadership:

ASB President: 12th grade

Outdoor School Counselor: 11th grade

Captain of Track and Field Team: 11th grade

Sophomore class president: 10th grade

Honors and Awards:

Rotary Student of the Month: November 12th grade

Academic Excellence Award: 9-11th grade

Social Studies Department Award: 11th grade

Eagle Scout: 10th grade