

College Recommendation Questionnaire

FOR YOUR TEACHER

Name: _____

My Overall GPA: _____

Teacher: _____

Date requested Letter: _____

Date I need the letter completed by : _____

College Major: _____

Colleges I need the letter for:

Please Send letter by: (check the appropriate box)

- Mail Naviance Common App Send Edu
 Mail Naviance Common App Send Edu
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*If you are requesting the teacher to mail the letter please provide a self-addressed envelope along with this Questionnaire.

Below are questions that you should answer in order to assist your selected teachers in writing your college recommendation letter. We strongly suggest that you always waive your right to read the letter when filling out your college application. When complete, hand-deliver to your teacher. Also check with your teacher to make sure there isn't any additional information they require of you. Your teacher will attempt to spotlight your achievements in the classroom. The reminders you can give to jog your teacher's memory will result in the best product, so please give thought to your answers and complete every question. Specifically, your teachers will be asked to comment on your verbal and writing skills, your ability to think on your feet, your academic performance in the course, your organizational skills, and your leadership skills.

People who know me well would use these words to describe me: _____

My strengths as a student are: _____

Describe yourself in 5 adjectives and provide a brief example of how each word applies to you.

Example: I am very creative. I work on the school newspaper and had some of my photos featured in a publication.

What are your proudest *personal* accomplishments? (be specific)

Why do you want me to write a recommendation for you, and what was it about your experiences in my class or your interactions with me that led you to request a letter of recommendation? Please include year I had you as your teacher and course (s). _____

What do you believe were your strengths in my class that you would like me to highlight (please use specific examples)?

Were there any projects/essays you completed in my class of which you were particularly proud? Explain/describe in detail. _____

How have you grown as a result of taking this class? _____

Is there any other information you would like to share with me to include in your letter of recommendation? Include significant factual information about you, your record, your personality, your hopes for the future, or perhaps unusual family circumstances (illness, strong parent support, travel, changes in school due to moving). Is there any information you would like for me to emphasize in the recommendation to help colleges make a more accurate appraisal of you?

EXTRA-CURRICULAR AND PERSONAL ACTIVITIES LIST

School-related activities (clubs, teams, service organizations, student government, etc.) If you hold/held an office or particular responsibility, please describe. List most recent first:

| <u>Activity</u> | <u>Description</u> | <u>Grade/Year</u> |
|-----------------|--------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List and describe any activities in which you have taken a leadership role:

| <u>Activity</u> | <u>Description</u> | <u>Grade/Year</u> |
|-----------------|--------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List and describe any non school-related activities in which you have participated:

| <u>Activity</u> | <u>Description</u> | <u>Grade/Year</u> |
|-----------------|--------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List and describe any community service you have done: (It would be helpful to know what, specifically, you do and why this volunteer work is important to you.)

| <u>Activity</u> | <u>Description</u> | <u>Grade/Year</u> |
|-----------------|--------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List and describe any work experience you have had:

| <u>Activity</u> | <u>Description</u> | <u>Grade/Year</u> |
|-----------------|--------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List and describe an awards/honors you have earned:

| <u>Activity</u> | <u>Description</u> | <u>Grade/Year</u> |
|-----------------|--------------------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |