**HHS Counselor Recommendation Letter Request Form**

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| Student Name: |  | Application Deadline: |  |
| Email Address: |  | Phone: |  |

*Providing your counselor with the following information will allow us to write a personalized letter of recommendation for you. The more information you provide us, the more effective your letter will be. If you need more space for any response, please use the last page. Please be mindful that we are required to report any mention of abuse or other harm.*

1. Where does the letter of recommendation need to be sent? Place a check mark or an X by as many options as needed.

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|  | The Common Application |
|  | Emailed or uploaded to a specific college. Please email your counselor the address or link. |
|  | A paper copy needs to be mailed. Please email your counselor the mailing address. |

1. Are you applying Early Decision to a college?

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|  | Yes and I understand that if I am accepted under Early Decision I MUST attend that college. |
|  | No. |

1. Please complete the following if applicable.

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| GPA: |  |
| ACT: |  |
| SAT: |  |

1. If you have taken any AP tests, please list the test(s) and the score(s) below.

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1. How would you describe yourself? What makes you stand out from the crowd?

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1. What colleges are you planning on applying to?

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1. What do you tentatively plan to major in when you go to college? Why is that your intended major? *Even if you are undecided, at least describe a general area in which you might be interested.*

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1. First-generation college student status: Place a check mark or an X by the option that best describes you.

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|  | Neither of my parents GRADUATED from either a 2-year or 4-year college |
|  | One or both of my parents GRADUATED from a 2-year college or technical school |
|  | One of my siblings GRADUATED from college but not parents |
|  | One or both of my parents graduated from college in another country, not the United States |
|  | One or both of my parents graduated form a 4-year college or beyond |

1. As specifically as you can, please describe what your career will ideally look like fifteen years from now.

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1. What’s your biggest motivation for pursuing the plans above? (ex: financial security, improving yourself, lifelong learning, specific career interest, etc).

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1. Activities and clubs participation

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| **Activity or Club** | **Grade(s) you participated** | **Approximate hours per week** | **List any officer or leadership positions you held** | **List any honors you received** |
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1. School-related sports participation

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| **Sport** | **Grade(s) you participated** | **JV or Varsity?** | **NCAA eligible and planning to play in college?** | **List any honors you received** |
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1. Employment **(\*\*Note if you’ve been required or expected to work to financially help your family & why).**

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| **Job title** | **Employer** | **When worked** | **Duties performed** |
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1. Volunteering

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| **Volunteer activity** | **Grade(s) you participated** | **How often? (weekly, monthly, every now and then, etc.)** | **Describe what you did** |
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1. Of all the activities you listed, which one is the most meaningful to you? Explain why.

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1. List any other awards, honors, or distinctions you have won. Describe each and explain why you won it.

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1. *This question is* ***optional but important****.* If you have faced obstacles in your life that you believe are important to share with the people reading your letter, you may describe them and explain how you have overcome or deal with them. (Note: This is one of the most critical topics a school counselor can address in their letter of recommendation. It provides context for what it took for you to get where you are.)

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1. What is your greatest strength? Describe a time when this strength really stood out.

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1. Have you shown leadership in the classroom, school extracurricular activities, or outside-of-school activities? If so, describe a time you showed leadership. If you think you have made an impact on the Hillsboro community, describe that here.

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1. How would your family and/or friends describe you? Why do they think this?

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1. How would your teachers/coaches/employers describe you? Why do they think this?

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1. Are there classes you tried to take but they didn’t make it into the school master schedule or you couldn’t fit it into your individual schedule? (Ex: Specific AP classes, IBCP, etc). If so, please list class, the reason it didn’t work out, and what school year it was.

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1. Are there family responsibilities that have impacted how you spend your time outside of school hours? If yes, please describe the situation, how many hours per week on average, etc. (This is another area in which the counselor can advocate for you in the rec letter).

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1. *This question is* ***optional but important****.* Describe how the coronavirus pandemic has affected you. You can focus on academics, family, personal, etc. You may also want to share what you have done with the extra time away from regular routines during the coronavirus.

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1. Finally and most important… What do you want a college admissions or scholarship representative to know about you that does not come through on your transcript, test scores, or other parts of your application?

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Use this page for any responses that did not fit on the other pages.

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