

Office use only:			
Received:		Progress:	
Follow-up:		Submitted:	

HHS Counselor Recommendation Letter Request Form 2016-2017

Full Name: _____ Date letter is due: _____

Email Address: _____ Phone: _____

Check all that apply:

___ I need my letter uploaded electronically to the Common App

___ I need my letter uploaded electronically to _____

___ I need my letter in paper copy addressed to _____

GPA: _____ ACT: _____ SAT: _____

Providing the counseling department 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 page 4. If you prefer to type your responses, please download this form from the counseling website at www.hhscounseling.com/applying-to-college.

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

2. What colleges are you planning on applying to?

3. 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.*

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

5. Activities and clubs participation

Activity or Club	Grade(s) you participated	Approximate hours per week	List any officer or leadership positions you held	List any honors you received

6. School-related sports participation

Sport	Grade(s) you participated	JV or Varsity?	NCAA eligible and planning to play in college?	List any honors you received

7. Employment

Job title	Employer	When worked	Duties performed

8. Volunteering

Volunteer activity	Grade(s) you participated	How often? (weekly, monthly, every now and then, etc.)	Describe what you did

9. Of all the activities on page 2, which one is the most meaningful to you? Explain why.

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

11. *This question is **optional**.* 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.

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

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

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

15. 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?
