

## “THE PACKET”

(Required Student Information for a Counselor Letter of Recommendation)

Name \_\_\_\_\_ ID \_\_\_\_\_

Email \_\_\_\_\_

*All college recommendations are confidential in nature. Therefore, we ask that you sign below before your counselor completes a recommendation letter. A parent/guardian signature is required if you are under 18.*

\_\_\_\_\_  
*Student Signature or Parent/Guardian Signature*

Please complete the following information & return to your counselor.

☐ **Activity Resume** (see sample resume template on back)

☐ **Student Questions**

☐ **Parent Questions**

☐ **Teacher Recommendations**

*I have given 3 Teacher Information Sheets to:*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**\*Once you have completed all the required information, you MUST contact your counselor to request a letter of recommendation.**

**\*Please allow the counselor up to TWO WEEKS to write the letter.**

**\*Please be aware of deadlines and plan appropriately.**

I am applying to the following college/universities:

\_\_\_\_\_ Application Deadline \_\_\_\_\_

\_\_\_\_\_ Application Deadline \_\_\_\_\_

\_\_\_\_\_ Application Deadline \_\_\_\_\_

\_\_\_\_\_ Application Deadline \_\_\_\_\_

\_\_\_\_\_ Application Deadline \_\_\_\_\_

# **SAMPLE ACTIVITY RESUME**

## **Your Name**

Street Address  
City, State, Zip Code  
Phone Number  
Email address

### **Education**

High School Name – School City, State  
Dates of attendance

### **School & Extra-Curricular Activities**

- List activities, sports, clubs, etc as well as dates of involvement. Include leadership positions.

### **Volunteer / Community Service Activities**

- List volunteer experience w/ brief description of activity & dates of involvement

### **Achievements / Awards**

- List academic and other achievements

### **Work Experience**

Company Name, Dates of Employment

- Job Title, description, responsibilities

### **Skills**

- List computer, language, personal skills and/or character traits

PLEASE WRITE OR TYPE THE ANSWERS ON A SEPARATE SHEET OF PAPER.

### **STUDENT QUESTIONS**

*The purpose of a Counselor Letter of Recommendation is to make you stand out from the crowd. By giving thought to the following questions and giving full and complete answers you can help your OHS counselor write a letter which will make you a three dimensional person.*

1. Describe your talents, strengths and leadership qualities. In your opinion, what makes you stand out from the crowd?
2. What high school/class/activity/faculty has had the most influence on your high school career? Why? How?
3. How do you handle stressful and challenging situation and/or failures? Have you ever encountered failure and how did you manage the situation?
4. Describe your relationship with your peer group. How do you stand out? Describe your ability to get along with others.
5. Describe the role of character and integrity in the choices you make. Please offer specific examples.
6. What are your career goals? Where do you see yourself in ten years?
7. Please consider any additional information- What has been your most rewarding experience? Are there extenuating circumstances in your life? (illness, death in the family, divorce, move, family problems, etc.)

### **PARENT QUESTIONS**

*To help the college admissions and/or scholarship committee to get to know your child better, your input is very important to complete the counselor recommendation letter. Please share anecdotes which would illustrate any (or all) of the following:*

1. Why would someone want to be your child's roommate? (Please do not just list).
2. What motivates your child? How would someone notice this?
3. Explain how your child reacted to any unusual circumstances or situations in the family.
4. What makes you proudest of your child? Anecdote essential!
5. Please give a characterization of your child. I would describe my child as...

## TEACHER INFORMATION TO OHS COUNSELOR

TO THE STUDENT: Please fill out this top section before giving to your teacher.

Student \_\_\_\_\_ Teacher \_\_\_\_\_

Subject taught \_\_\_\_\_

Please return to \_\_\_\_\_ no later than \_\_\_\_\_  
[COUNSELOR] [ASAP is not a DATE]

I am writing a recommendation for this student and I need your help. *You know this student*; therefore, your input is critical for me to write a comprehensive evaluation. In making the following ratings, please keep in mind that they will be used to compare this student with his or her entire class. Please check the single most appropriate box. *If you prefer to fill this out on-line, it is available on the shared drive under "Teacher Recommendation".*

The student WILL NOT see this evaluation.

Quality	Below Average	Average	Above Average	Top 10%	Top 2 or 3 %	Best Ever!
Academic Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Self-Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential						
Academic Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warmth of Personality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sense of Humor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Respect Accorded by Faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

First words that come to mind to describe the applicant \_\_\_\_\_

Strengths in your course \_\_\_\_\_

Notable personal characteristics \_\_\_\_\_

### SUMMARY EVALUATION

We are particularly interested in the student's intellectual promise, motivation, and capacity for growth, special talents and enthusiasm. Information that will help us to differentiate this student from others is helpful - what makes them stand out in a crowd. [Please use the back of this form for addition space.]

### DESCRIBING THE STUDENT

Organized	Intelligent	Confident	Optimistic	Perseverance	Perceptive
Determined	Self-disciplined	Unassuming	Motivated	Respectful	Sensitive
Diligent	Creative	Articulate	Inquisitive	Mature	Intellectual
Personable	Probing	Popular	Flexible	Outgoing	Serious
Independent	Analytical	Inquisitive	Mature	Intellectual	Energetic
Consistent	Enthusiastic	Stable	Dedicated	Artistic	Conscientious
Imaginative	Level-headed	Tenacious	Perceptive	Affable	Thorough
Humorous	Self-confident	Considerate	Reliable	fun	Focused
Warm	Self-starter	Poised	Honest	Insightful	Original

### STRENGTHS & NOTABLE CHARACTERISTICS

Has integrity	Keeps promises	Helpful to others
Participates extracurricular	Exception emotional maturity	Critical (deep, quiet) thinker
Willing to dig out of a hole	Accepts & follows directions	Positive attitude
Consistent effort	Incredible drive	Works well with others
Asks vital questions	Stands out from the crowd	Hard worker
Disciplined work habits	Unique sense of humor	Rapid reader
Quick to apply information	Remarkable insight	Personal integrity
Staying power	Willing to defend position	Goes beyond the expected

### EXAMPLES OF ANECDOTES

- Always had her assignments finished before she left class.
- In the evening she tutored a student with special needs from the class and motivated him to complete assignments on time.
- In group activities she took control and went the extra mile to insure quality work.
- She was kind to others when everyone else was making fun of them.
- He takes initiative to look for answers before asking for help.
- She always prepares for class, always completes assignments on time, always make exemplary grades.
- Seeks quiet and solitude of scholarly pursuit.
- Not led by popular opinion.
- An original poem he wrote showed mature thinking.
- Willing to help others who fell behind.
- Made funny but pertinent comments about issues and concepts.
- Not a class leader, but she always displayed excellent work ethic and attitude.
- Chose a challenging author and novel for his literary critique; he does not seek the easy way out.

For comments listed below – please attach additional pages as needed.

School Related Achievements and awards:

Community Related Activities:

## TEACHER INFORMATION TO OHS COUNSELOR

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**The student WILL NOT see this evaluation.**

[illegible]

First words that come to mind to describe the applicant \_\_\_\_\_

**Strengths in your course**

### Notable personal characteristics

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