

Counselor Recommendation Packet

To assist in writing an accurate and detailed letter of recommendation, please fill out the attached form carefully. This questionnaire is designed to help acquire a comprehensive picture of you and your accomplishments. If you have a resume, feel free to attach it. Leave any questions blank if you feel that you have already answered them somewhere else or you are unsure of the answer. However, remember that the more information that you give, the more detailed and complete the recommendation can be. Ultimately, your letter of recommendation will mirror the effort and work that you put into this questionnaire. **As a courtesy, please submit this completed packet at least two weeks in advance of the recommendation due date.**

**Note: Letters of Recommendation for universities will only be written once you have completed the student application.*



Student Name: _____ Student Number: _____

Today's Date: _____ Recommendation Due Date: _____

PERSONAL

1. List three adjectives to describe how you see yourself. Explain why you chose those adjectives.

2. What would your closest friends say are your three best qualities and why?

3. How have you changed as a person/student since freshman year?

4. What is the most difficult obstacle that you have had to overcome thus far in your life?

5. How would you describe your role within your family?

6. Do you have any special circumstances that you would like to share that would give context to your high school record? (ex: parent deceased, major illness, financial concerns, etc)

7. What special interests, talents, skills, and hobbies do you have? In what ways and for how long have you been involved in these activities? How have these contributed to making you the person you are?

ACADEMIC

1. How would you describe the classes that you have taken at Park Vista in comparison to your peers?

most demanding very demanding demanding average less than demanding

2. Describe your academic strengths.

3. Which class has been your favorite and why? Which class was your least favorite and why?

4. Is your transcript an accurate reflection of your ability? If not, please explain.

5. What is your intended major and career? Did you have a key event or experience that contributed to your choice? If you are undecided, what classes do you find the most interesting and why?

6. What do you hope to accomplish in college and beyond? Consider your career goals as well as your broader goals.

6. List all honors and awards you have received during the last 4 years. Attach separate sheet if necessary.

Name of Honor or Award	Date Received	Organization

LEADERSHIP, EXTRACURRICULARS, AND COMMUNITY SERVICE

1. What extracurricular activity or experience has been the most important to you? Please explain why.

2. List all extracurricular activities (both school and community activities) in which you have participated in during the last 4 years. Indicate any leadership positions held. Attach separate sheet, if necessary.

Name of Activity	School Years Involved	Leadership Positions Held

3. List all of the community service/volunteer work in which you have participated in during the last 4 years. Attach separate sheet, if necessary.

Name of Non-Profit Organization	Number of Hours Served	Brief Description of Work Performed

4. Do you have or have you had a job? Yes No If yes, please provide the information below. Attach separate sheet, if necessary.

Company/Position	Date From (mo./yr.)	Date to (mo./yr.)	Brief Description of Work Performed

Is there any other information that you would like to share to help write your letter?

Please note: Your recommendation packet should be returned to your counselor at least 2 weeks prior to the recommendation due date in order to ensure that your letter will be submitted on time.

I understand that any of the information provided may or may not be included in the letter of recommendation.

Student Name _____ Student Signature _____

Parent Name _____ Parent Signature _____

Date _____