



# Letter of Recommendation

## worksheet

Student Name \_\_\_\_\_

I understand Letter of Recommendation Packets must be submitted by **OCTOBER 1** for any student who requires a letter of recommendation by November 1. This worksheet may be completed as a hard copy, or may be completed electronically via the survey in Naviance. **STUDENT INITIALS** \_\_\_\_\_

1. What is your intended major, and why did you choose to study this? What do you hope to accomplish in college and beyond? Consider your career goals, as well as broader, life-long goals.

2. What are you passionate about, whether in or out of school? What motivates you?

3. Were there extenuating circumstances that negatively affected your GPA?

4. Frequently, colleges want to know how students manage challenges. The transition to college is often marked by a variety of challenges. Specifically describe a challenge or difficulty you have faced. **How have you grown from the experience?**

5. Describe the academic accomplishment or "stand out moment" (examples: a specific paper, experiment, in-depth project or speech) you are most proud of, and tell why you take pride in it.

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6. What do you consider your most important activities, either in or outside of school? Explain why these are significant to you.

7. Describe a situation where you have been demonstrated strong character and/or leadership, and how did it affect or change you?

8. What would your friends say are your three best qualities? What adjectives would you use to best describe yourself?  
(Examples: a good listener, trustworthy, etc.)

9. What is something special about you that makes you unique or distinctive?

10. If you could choose one experience or activity to be the focus of your letter of recommendation, what would it be and why?

The Letter of Recommendation Worksheet and your resume are required components of the Letter of Recommendation Packet, and must be submitted by **OCTOBER 1** for any student requiring a letter of recommendation.