

COUNSELOR/TEACHER RECOMMENDATION REQUEST - SHG

Student's name _____ Today's date _____

email address or phone number (in case of questions) _____

Counselor's/Teacher's
name _____

Courses with this teacher, (i.e., Religion, English 3H etc.)

Thank you so much for agreeing to write this recommendation on my behalf. I appreciate the time and effort that will be required of you. I wanted to furnish you with some information so that you can accurately evaluate my potential for academic success in college.

1. I think that my academic strengths are as follows:

- a. _____
- b. _____
- c. _____

2. I think that my personal strengths are as follows:

- a. _____
- b. _____
- c. _____

3. I am considering the following college major because:

- a. _____
- b. _____
- c. _____

4. These are some of the things that I want the college admissions and/or scholarship committee to know about me.....

- a. _____
- b. _____
- c. _____

5. The specific things that I hope you will discuss in this letter are:

- a. _____
- b. _____
- c. _____

The following question is for teachers only for counselors please go to question 7.

6. What I remember most about your class is:

- a. _____

b. _____
c. _____

7. Additional information that you might find useful about me.

8. Attached is my resume

Thank you in advance for agreeing to write a recommendation for me.

Adapted from a worksheet *Step by Step to College* **NACAC**
SHG Fall 2011