

Recommendation Packet

Please complete the following information to be included in your Recommendation Packet.

All items must be present prior to submitting these materials to your counselor/homeroom teacher.

Student's Name _____

Date of first Deadline _____

Student's Cell Phone _____

E-mail _____

College	Deadline	College	Deadline

- Check here if homeroom teacher will be writing your letter of recommendation instead of your counselor. (for common app, you still must invite your counselor via email).

Provide teacher name _____.

They must email the letter to your counselor prior to your deadline.

TEST SCORES

TEST DATE _____

SAT (from a single test date) CRITICAL READING ____ MATH ____ WRITING ____

ACT COMPOSITE ____

List two EHS teachers who know you well: _____

I, _____ give my counselor _____ permission to disclose information regarding my academic and behavioral progress while at Eastlake High School as part of my letter of recommendation. I understand that these letters will be sent directly to the colleges, scholarships, or other programs either through secured email or sealed envelope. These letters will be kept confidential per the Family Educational Rights and Privacy Act (FERPA).

Student Signature

Attach:

- The typed answers to questions 1-12
- Your resume
- A printout of your current grades from "Standard Score"

Your packet must be complete prior to your counselor beginning work on your recommendation.

On a separate sheet of paper type your answers to the following questions.

Keep in mind the more detailed your answers the more personalized our letters of recommendation can be!

1. How would you describe yourself? List 5 words and give examples. How would a friend describe you?
2. What aspect of your high school years have you enjoyed the most and why?
3. Tell me about one significant activity (may include community service, athletics, or volunteering) that you have been involved in. What was your role in the activity and what impact has it had on you?
4. How did you spend the past 2 summers? Provide detail.
5. Why should college admissions choose you over another candidate? What makes you special and different? What will you add to their campus? (Examples may include academics, activities, travel, athletics, hobbies, your personality, work experiences, etc. but you must give a detailed explanation of the area you pick.)
6. What aspect of your academic experience would you wish to have pointed out as a strength? Why?
7. Describe any circumstances that might have affected your school performance, positive or negative.
8. The class I enjoyed the most was..... And why?
9. If you have had a job in the past two years, where did you work and exactly what were your responsibilities? Why did you like or not like this job?
10. Why did you select each particular college/school for application?
11. What is your education or career goal?
12. Please pick one of the following areas that pertain to you and discuss your participation, offices held, honors, or awards received, time spent on the activity and what the activity has meant to you.

Student Government
Religious Group
School Club

Dance
Choral
Band/Orchestra

Cheerleading
Athletic Team
Community Group

Employment
Other Activities
Theatre Group

Important Information

- Email your Recommendation Packet (with all attachments noted above) to your counselor/homeroom teacher. Give them 4 weeks for an excellent letter of recommendation to be completed. Email address is available on Haiku on the Counseling page.
- Information for schools using The Common Application will be submitted online. You must “invite” your counselor regardless of who is writing your letter. (Different from teacher Rec).