

Career Center
Auburn Senior High School

TO: Seniors
FROM: Jon Morrow
DATE: Fall 2007
SUBJECT: Letters of Recommendation and Scholarship Applications

LETTER OF RECOMMENDATION:

1. Complete your personal student data sheet and submit it to the teacher or administrator from whom you are requesting a letter.
2. Watch "deadlines." A writer should be allowed at least two weeks to complete their letter.
3. Be as specific as you can (i.e., leadership in classroom, activities, etc.) so the writer can speak to the requirements of your request.
4. Set your date to pick up the letter a day or two before you need it.
5. Follow-up receiving your letter with a thank you note or a "thank you" to the writer the very next day.
6. If you "hit" on a scholarship, let the letter writer and your counselor know.
7. Consider teachers in academic and non-academic areas and non-relatives in the community (employer, church person, etc.) as possible references.
8. Ask permission to photocopy your letter; it will save you and the writer time.
9. Make photocopies of applications, essays, letters of recommendations, etc. for your own records!

SCHOLARSHIPS:

Be Alert--Visit the Career Center's scholarship information area twice a week.

Be Aware of sources for scholarships; i.e., the Career Center's books and computer scholarship search, your parents' employers, church, your job, public library, colleges, relatives, etc.

Be on Time--Deadlines are definite! Pay attention to the words "postmarked by" or "received by."

THINK!!!

- Did you check the Career Center's scholarship information today?
- Did you check the college board today?
- Have you talked with a college representative?

STUDENT INFORMATION FORM
LETTERS OF RECOMMENDATION

This information is requested so those school staff members who will be writing letters of recommendation for you will be able to do so in the best and most complete way possible. Please complete all sections of this form in as comprehensive a manner as possible.

When you have completed this form (type or print legibly), make copies to give to each person from whom you are requesting a letter of recommendation. BE SURE to provide the person with a stamped, pre-addressed envelope and the official recommendation form if the college requires one.

Make sure this is given to the person you want a recommendation from at least two weeks before the recommendation is due to arrive at its destination (sooner if possible).

PERSONAL DATA SECTION

1. Full legal name _____
2. Parent's names _____
3. Home address _____
4. Father's employer _____
5. Mother's employer _____
6. Test Scores: PSAT Verbal____ Math____ SAT I Verbal____ Math____ ACT Comp____
7. Rank in class _____ Cumulative GPA _____
8. Name of person/organization to whom this recommendation should be sent _____

9. Purpose of recommendation _____

10. What colleges have you chosen or are considering _____

11. What subject(s) are you considering for your college major _____

12. What vocation or career are you considering _____

13. What experience have you had in this area _____

14. What are your best subjects _____

15. What are your worst subjects _____

16. What are your hobbies or special interests _____

17. What awards have you earned in the last four years:

DATE	PURPOSE OR DISTINCTION	DATE	PURPOSE OR DISTINCTION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
18. List five words you would use to describe yourself _____

ACTIVITIES SECTION

In this section, be sure you list the year, team, weight, class, position, hours worked, specific office(s) held, and other detailed type of information for grades 9, 10, 11, and 12.

1. List and detail all school activities in which you have participated:

GRADE ACTIVITY

_____	_____
_____	_____
_____	_____
_____	_____

2. List and detail sports in which you have participated:

GRADE SPORT

_____	_____
_____	_____
_____	_____
_____	_____

3. List and detail out-of-school activities: (community service, Girl Scouts, church volunteer, tutoring, etc.)

GRADE ACTIVITY

_____	_____
_____	_____
_____	_____
_____	_____

4. List and detail significant travel experiences you have had:

GRADE TRAVEL AREAS

_____	_____
_____	_____
_____	_____
_____	_____

5. List and detail work experience: (paid work, days, hours, etc.)

GRADE JOB/DETAILS

_____	_____
_____	_____
_____	_____
_____	_____

6. List and detail all awards and honors no matter how small you feel they are:

GRADE AWARD/HONOR

_____	_____
_____	_____
_____	_____
_____	_____

7. What special talents do you possess (music, sports, etc.)? _____

8. List three (3) or more high school teachers who know you best: _____

9. Have your parents write a statement about what they consider to be your strengths and/or uniqueness.

YOU SHOULD WRITE A STATEMENT ABOUT WHAT YOU CONSIDER TO BE YOUR STRENGTHS AND/OR UNIQUENESS. **Be specific.**

Use an additional sheet of paper if needed.