

Recommendation Letter Request Student form for Guidance Counselors

If you are using online college applications, like the Common Application, you may need to add Guidance Counselor and teacher e-mail addresses. Your Guidance Counselor email address is one of the following: djoseph@sersd.org gnauls@sersd.org lrivera@sersd.org maltrich@sersd.org mcoleman@sersd.org

Please request a letter *at least 2 weeks* (preferably one month) before the application due date.

Name: _____ **Shop :** _____

What do you hope to accomplish after high school? List your personal and /or career goals.

Post-secondary (after high school) college/school/technical program/other pathway you are applying to:

Intended major or course of study: _____

Why did you choose this major or program of study?

Would you be the first in your immediate family to attend college? _____

Academic achievements (for example: honors classes, AP classes) _____

Vocational Achievements (Skills, DECA, shop awards, scholarships) _____

How would your teachers describe you as a student? What would they say are your strengths?

Sports (include what years, positions you held, related honors and awards)

PLEASE COMPLETE REVERSE SIDE 

Extra Curricular Activities/ Clubs/ Organizations (Include titles of organizations, positions and duration of involvement)

Community Service /Volunteer Work

Co-Op/ Job Shadow/ Internships (Include place and type of work and responsibilities) Include dates

Awards/ Acknowledgments (School, in the classroom, work, and other)

Certifications

Work Experience (Include place of work, job title, duration of position, hours/week and responsibilities:

What do you consider your most important school activities? (For example: Skills, NHS, Student Council, class office, community service, sports, clubs, etc..) Explain why this activity was significant to you.

Select three adjectives that you would use to describe yourself to a complete stranger

What is your senior project?

Are there any circumstances that may have affected your academic performance? If so, explain the circumstance(s) and how you responded to it:
