

Preparing to ask for a recommendation student worksheet

The following information can assist students in asking their counselor or teacher for a written recommendation. The more specific details you can give them, the more thorough your college recommendation will be. This form will also help you with the entire college application process, especially in preparing for interviews and writing admissions essays. Expect to spend three or four hours on this task, which should result in a document of three to eight pages.

Name: _____ Date: _____

1. School activities: List the activities you have participated in, the number of years, and the amount of time per week you spent, and what you have gained or learned from each activity. Consider artistic, athletic, literary, community service, and leadership positions.
2. Which activity was most important to you? Why?
3. What do you consider your most important activities outside of school? List jobs, paid or voluntary; religious activities; hobbies; travel; music; art; and drama. Include the number of years of your involvement and the amount of time you spent on the activity weekly, and explain why this activity was significant to you.
4. In or out of school, which awards and honors have you received? Which elected offices have you held?
5. What book(s) have had the greatest impact on you? Why?
6. Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of, and tell why you take pride in it.
7. What kind of learner are you? Which academic setting or assignments make you thrive? What interests you?
8. List your three most distinguishing or most admirable qualities. Explain each in several sentences.
9. What do you hope to accomplish in college and after? Consider your career goals and your broader goals.