## Letter of Recommendation Worksheet

Name_	H/HR
Counse	elorDate
recommend BEST of from conto teacon return	Whether you are planning to go to college, into the military, or directly into the world of work, ill probably need a letter of recommendation from your guidance counselor. We take pride in the mendations we write for our students! In order to do our BEST job in representing you as the applicant, we need some additional information.  First, we need on file in the Guidance Center at least two (preferably more) recommendations current classroom teachers. These forms are available in the Guidance Center for you to distribute there of your choice.  Second, we need some personal information about you. Please complete these questions and then this paper to your English teacher. If you have a resume, please attach it to this paper. As always, information is kept strictly confidential and will be used only for recommendation purposes.
1.	What are your plans after high school? Do you want to go to college (2-year or 4-year), into the military, or directly into a job?
2.	If you would like to go to college, what do you want to study? Or if you are thinking about the military or a job, what kind of work do you want to do?
3.	What do you think you'd like to be doing five years from now?
4.	What contributions have you made to the community or the school that you would like your counselor to mention in a letter of recommendation (e.g., H <sub>2</sub> O, tutoring, hospital volunteer, church/mosque/temple volunteer, etc.)?

5.	In what school or community activities have you taken part (e.g., sports, clubs, scouts, drama, band, newspaper, etc.)?
6.	What jobs have you held since you've been in high school (summer, after school)? How much time do you usually spend each week at your present job?
7.	Were there any special circumstances that contributed to a significant <i>decline</i> or <i>improvement</i> in your grades in high school? If yes, what do you want your counselor to say about it?
8.	What three words would you use to describe who you really are?
9.	Is there any other information you would like your counselor to mention in your letter of recommendation?