

# Union Mine High School

## Letter of Recommendation Profile

Name: \_\_\_\_\_ Grade \_\_\_\_\_

Please make an appointment with your counselor to discuss and submit this request.

If you are requesting a letter from a teacher(s), please communicate directly with the teacher(s).

I am asking for a Letter of Recommendation for the following reason (check all that applies):

**Note: UC / CSU CANNOT & DO NOT ACCEPT LETTERS OF RECOMMENDATION**

- On-line Common Application (private colleges)
- Hard-copy needed for college (private colleges) \_\_\_\_\_ Copies Needed
- Scholarship \_\_\_\_\_ Copies Needed
- Reference for Job Application
- Other: \_\_\_\_\_

**First line of letter addressed to:**

- To Whom It May Concern* (this will be the default, unless you specify an alternative)
- Other:* \_\_\_\_\_

**Please complete the following, if applicable:**

- Please attach a Student Profile / Resume (list of accomplishments, recognitions, service, etc.)
- Please attach Scholarship Information, if applicable (from website, etc.)

**Deadline:** \_\_\_\_\_

(the date you need the letter(s))

**\*\*Note: Teacher / counselor must have two weeks from request to deadline\*\***

# Read this before asking someone to write a letter of recommendation

## Letter of Recommendation Etiquette

There are a couple of things you will want to think about before asking someone to be a reference for you or write a Letter of Recommendation.

- **Ask for permission**

You never want to have someone be your reference or write you a letter who doesn't really want to do it, does not know you well enough, or feels that they can't do it justice. To be sure, you should ask them if they feel they can provide you with a good reference.

- **Give them time**

It's very important that you provide your references enough time to complete the task you have given them. Typically, three weeks to a month is an appropriate amount of time to write a letter of recommendation, but remember, your teachers and counselors have busier times of the year, just like you. Please note that teachers and counselors are off during holidays, do not check their emails, and therefore, it is not appropriate to ask them to write letters over break.

- **Make it as easy as possible**

If someone is offering to write you a letter of recommendation, they are doing you a favor. You should make it as easy as possible for them to complete the task. Give them a copy of your student profile or resume. If there is a scholarship program summary, include a copy. When appropriate, provide a pre-addressed stamped envelope to the institution/organization. Lastly, you may want to send a reminder email to your teachers or counselors regarding impending deadlines because they are often working with multiple student letter requests at one time.

- **Thank them**

It's very important for your reference to know that you appreciate the work they have done for you. It is not a requirement or entitlement for your reference to write you a letter. Often teachers and counselors write letters of recommendations on their own time – a job that often takes a few hours. Thank them after they have agreed to write the letter, and consider sending them a handwritten note afterwards.

Student Name \_\_\_\_\_

Email Address \_\_\_\_\_

List the names of schools or reasons for which you are requesting a letter or letters of recommendation:

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Academic GPA: \_\_\_\_\_

ACT Score: \_\_\_\_\_

SAT Score: \_\_\_\_\_

(if applicable)

(if applicable)

*Your responses to the following are completely optional. However, the more detail you provide, the easier it will be for us to craft your letter. You are not obligated to respond to every question. However, this is your opportunity to remind us of your strengths.*

Describe your college and/or career plans.

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List your school or extracurricular activities (Describe your involvement in clubs, sports, student government, etc. and include any leadership roles).

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Describe your community/volunteer activities and/or work experience.

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List 5 words that best describe you (ask a friend or parent, if you need help. These words may be used in your letter, so try to avoid words like 'funny' or 'nice'):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

Describe any unique experiences you have had, such as family hardships, personal trauma, travel opportunity, internship, etc.

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Is there something special or unique that you have not yet had an opportunity to mention? Describe any personal strengths that might not be reflected in your academic achievements.

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What are your personal goals? What are the dreams you have for your life and what kind of person do you want to be?

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