

2023-24 Letter of Recommendation Instructions

Please keep this sheet for your reference



Secondary School Report and Letters of Recommendation:

- Most private university and scholarship applications will require that students submit secondary school reports and letter(s) of recommendation. **Please Note: California public universities (Cal States and UCs) do not require or accept letters of recommendation. DO NOT complete this packet if these are the only types of colleges to which you are applying**
- Secondary School Report and letters of recommendation give evaluators and selection committees' alternate information about you the person. Keep in mind that these individuals will already have objective information – your grades, classes and test scores – they want to know about your character and who you are outside of the classroom, more appropriately, how others see you!
- Many colleges subscribe to Common App (www.commonapp.org). This is a convenient way for you to streamline multiple college applications in one place. If you do not find your college listed on Common App, please check their admission page for their preferred application.
- **It is highly recommended that you waive your FERPA rights.** Waiving your right lets colleges know that you do not intend to read your recommendations, which helps reassure colleges that the letters are candid and truthful.

Teacher Letter of Recommendation Worksheet:

Universities typically require 1-2 letters of recommendation from teachers. Check each university's application to determine if teachers of a specific grade level (or subject area) need to write the letter.

- ✓ Ask teachers, who know you well and who will write you a personalized and positive letter of recommendation. It is preferable that you are currently in his or her class or were a student of theirs the previous year.
- ✓ Complete the **Student Input for Teacher Rec Form** - Provide your recommenders with important information that they may need to write a letter that truly represents your good qualities, character and outstanding skills.
- ✓ Provide a completed copy of the College Application Worksheet
- ✓ Common App – You must add the teachers name and email address on the “recommenders” section of the Common App. Ask your teachers which email address he/she would like you to use. This will send them a link, which they will then use to attach the recommendation to your application.

Counselor Letter of Recommendation Packet:

- All counselors will submit their letters online. Identify your letter writer and add their name and email (be sure to use the one listed in this packet) to the “recommenders” section of the Common App. Use this counselor's name and email anywhere it asks you for your counselor's name on your application.
- Complete all items noted below and deliver to your counselor via email or shared Google Doc.

Counselor Letter of Recommendation packets MUST include:

- ✓ Cover Page
- ✓ College Application Worksheet
- ✓ Student Profile
- ✓ Personal Letter of Recommendation – Refer to sample
- ✓ Student Resume – Refer to sample

Optional (but highly recommended)

- ✓ College Essay (rough draft ok)
- ✓ Parent Brag Letter

Transcripts: SVUSD utilizes Parchment as their transcript management system (www.parchment.com). For Common App schools, you must order **just one transcript** to be sent to Common App. This will link to all colleges listed within your Common App account. Remember, UC and CSU campuses do not want a transcript. Students will be notified if these colleges would like one sent later.

Packet Due Date

Deadlines- College/Scholarship Evaluations and Recommendations

Friday – September 29, 2023

College applications or scholarships with a deadline in November or December

Tuesday – October 31, 2023

College applications or scholarships with a deadline of January 1st or later

A late request will result in either a generic letter written or no letter at all (at the discretion of the Counselor or other evaluator depending on their workload and timeframe).

Please Note: Recommenders WILL NOT be available to complete college evaluation paperwork or recommendations during Winter Break. Please adhere to deadlines to avoid this.

COUNSELOR RECOMMENDATION PACKET

El Toro High School Guidance Department



Cover Sheet

Student Name:	Student Cell Phone:
Email Address:	Date Submitted:

Please refer to the counselors below for your assigned counselor. Also, please indicate which teacher(s) you will be asking for a letter of recommendation (if applicable)

A - Cro: Ms. Hannah Cognetti Hannah.Cognetti@svusd.org	Teacher:
Cru - Hern: Ms. Kami Kurisu Kami.Kurisu@svusd.org	Teacher:
Herr - Mom: Ms. Carlyn Morones Carlyn.Morones@svusd.org	
Mon - R: Mrs. Dionne Coleman Dionne.Coleman@svusd.org	
S - Z: Mrs. Rebecca Clark Rebecca.Clark@svusd.org	

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We have read the letter of recommendation request packet policies and will adhere to the letter of recommendation deadlines and procedures:

Student Signature:

Parent Signature:

X

X

COLLEGES FOR COUNSELOR RECOMMENDATION

Please be sure to review your college application to confirm that a counselor letter is required (or is an option). This worksheet is not for the purpose of requesting teacher recommendations.

University Name	Method Used for Application (Please Highlight One)	Application Deadline
1.	<ul style="list-style-type: none"> • University Website • Common Application • SendEdu • Coalition 	Date:
2.	<ul style="list-style-type: none"> • University Website • Common Application • SendEdu • Coalition 	Date:
3.	<ul style="list-style-type: none"> • University Website • Common Application • SendEdu • Coalition 	Date:
4.	<ul style="list-style-type: none"> • University Website • Common Application • SendEdu • Coalition 	Date:
5.	<ul style="list-style-type: none"> • University Website • Common Application • SendEdu • Coalition 	Date:
6.	<ul style="list-style-type: none"> • University Website • Common Application • SendEdu • Coalition 	Date:
7.	<ul style="list-style-type: none"> • University Website • Common Application • SendEdu • Coalition 	Date:
8..	<ul style="list-style-type: none"> • University Website • Common Application • SendEdu • Coalition 	Date:

*attach additional page if needed

STUDENT PROFILE (Required)

Please type the answers to all questions below in the space provided. *Please be as detailed as possible.* The more information you provide, the more information the counselor will be able to share with your university.

All about You

1. Please list three thoughtful adjectives that you believe describe you and explain why.

Answer:

2. Please describe your family.

Answer:

3. Of what are you most proud?

Answer:

4. Describe one event or activity (positive or challenging) that has had the most significant impact in your life and shaped you as a person and explain why.

Answer:

5. Discuss one leadership role you have experienced in your life. How did this leadership role change you? What did you learn from the experience?

Answer:

You and School

6. Discuss any significant decrease in your academic performance.

Answer:

You and your College Application

7. Please rank your TOP five schools and the major you have declared or will declare for each:

1.
2.
3.
4.
5.

8. List three occupations you are considering in order of preference and explain briefly what it is about the occupation that interests you and why you might be successful in such a field.

1.
2.
3.

Additional Items:

Personal Letter of Recommendation (Required) – Attach to packet

Resumé (Required) – Attach to packet

College Essay (optional) – Attach to packet

Please add your college essay for your Recommender to use in writing your letter of recommendation.

Parent/Guardian Brag Letter (Optional, but highly recommended) – Attach to packet

(To be completed by parent) What would we want the admissions office to know about your child that they would not be able to glean from only school records and the college application? Parental insight makes a tremendous difference in the quality of a completed letter of recommendation, so we ask that you address in the brag letter anecdotes and other pertinent information that is not already used in the college application. Possible topics may include discussion regarding your son or daughter's greatest strengths, most unique characteristics, significant family events, personal obstacles or triumphs, etc. (we recommend a one page minimum response). We thank you for your contribution! 😊

PERSONAL LETTER OF RECOMMENDATION (REQUIRED)

Keep this document for reference

In your own words, write a personal letter of recommendation. This letter should be at least three paragraphs in length; introduction, body, conclusion (see below). Aside from the information already listed in your student resume and college application, college admissions officers want to learn something about YOU that would set YOU apart from other applicants. Describe personal attributes that will demonstrate to the admissions committee how you will add to classroom discussions, campus activities, and take on leadership roles within university setting. Provide examples of things that you have already done on campus or in your community to support your claim. Please do not list activities, but rather expand on the impact they have had on your academic and personal development.

Ideas to consider:

1. What is your work ethic like? Are you motivated?
2. Are you a leader? What kind of leadership skills have you demonstrated?
3. How have you grown over time personally or academically?
4. What are you like as a person? (i.e., take initiative, charismatic, leader, follower)
5. What are your strongest qualities? Elaborate on each.
6. How engaged are you in current events or school culture?
7. What key setbacks or achievements have you experienced? Have you overcome any hardships and how has that changed you as a person?
8. Of the activities, interests and experiences listed on your resume, which is the most meaningful to you; specifically why?

Letter of Recommendation Format

(Letters should be written in the third person)

Introduction

- Provide an overview of who you are. Capture the reader's attention immediately. Be real and be witty!

Body

- Cover one or more exceptional qualities
- Use specific examples to show how you observed each quality.
- Address qualities in order of importance.

Conclusion

- Confirm why you would be a desirable student; adding any other comments you feel appropriate. ***If you are chosen to attend "our" university or college, what talent, experience, or contribution will you actively make?***

(Please see sample letter on next page)

Sample Letter of Recommendation

Keep this document for reference

To whom it may concern,

If you are looking for a well-rounded, versatile student, then Siena will meet all of your expectations and requirements. I have noticed her succeed in many areas of her life and be involved in the community while maintaining an impressive grade point average. Everything she does is incredibly important to her, and I have never seen her complain about anything.

In the classroom, she asks insightful questions, helps the students around her, and stays on task at all times. Siena does not only perform well in her studies; however, she also performs well on stage. The hard work and dedication she has put into dance and singing truly stands out as one of her greatest qualities. Her reward for this determination is to perform; it brings her joy to inspire the people watching her and to bring them joy as well. Her unwillingness to give up and her drive to be the best she can be on stage when performing reflects who she is as a person and how she lets every area of her life be just as motivated and purpose-driven.

I have also witnessed her humility in the face of success, which I suspect is the result of her faith. She is incredibly committed and involved at her church, and therefore everything she does seems to be motivated by a higher purpose. She does not have only herself to tell her to be the best she can be; her perseverance and hard work are also inspired by her faith. With this faith she serves people in her community often and is kind and compassionate to everyone she encounters.

As an individual, Siena is unbelievably humble, driven, and talented in many ways. She would be a wonderful addition to your school because she has intelligence, artistic talent, and a faith driven perspective that not many young people can offer. I hope that you will consider her; you will not regret it.

Sincerely,

Julie Jones
Teacher, ETHS

Student Resumé (Required) – Sample

Keep this document for your reference

Charlie Charger
123 College Bound Lane
Lake Forest, CA 92630
(949) 555-1234
Charliecharger@gmail.com

SUMMARY OF QUALIFICATIONS

I consider myself to be a determined, committed and highly detail-minded individual who is unafraid to “wear the same face” everywhere I go.

OBJECTIVE

My immediate goal is to graduate from high school with an academic record that would be considered competitive enough to be admitted to USC! I have always wanted to be a Trojan!

PROFESSIONAL ACCOMPLISHMENTS

El Toro High School: Grade 12 in 2015/2016; Academic 6th Semester GPA of 3.98; Rank 75 out of 600 in the Class of 2016. Principal’s Honor Roll

Scholastic Assessment Test: Verbal Score of 680, Math Score of 690

SAT II Subject Tests: Math IIC score of 680; US History score of 600

ACT Assessment: Composite Score of 27

Advanced Placement Examinations: European History (4); US History (3); Biology (5); Chemistry (3); Government & Politics, Calculus, Physics to be taken in May of 2016

California Scholarship Federation: CSF President

National Honor Society: NHS Member

PERSONAL ACHIEVEMENTS

ETHS Yearbook: 4 years staff member, Editor in Chief (Grade 12)

Boy Scouts of America: Eagle Scout

ETHS Track & Field: 4 year team member, Sprinter

VOLUNTEER COMMITMENTS

CSF and NHS: Provide outreach services to school and community

Boy Scouts of America: Co-Leader of Cub Scout Troop

EMPLOYMENT

Student Tutor: Provide academic assistance in all subject areas as needed

HONORS AND DISTINCTIONS

ETHS Honor Roll: Principal’s and Superintendent’s throughout High School

ETHS Achievement Awards: Recognized for outstanding academic performance in English and Mathematics

ETHS Track and Field: “Most Improved Athlete”, Varsity letter; Scholar Athlete Award

EXTRA CURRICULAR ACTIVITIES

Varsity Football 9th-12th

Associated Student Body; Class President (12th) ; Treasurer (11th) ; Vice President (10th)

REFERENCES

El Toro High School (949) 837-7722: Mr. Coach; Mrs. Counselor; Mr. Teacher (yearbook) and Mrs. Math.

Tutoring (949) 123-4567; Pam Student and Parents

Scoutmaster (949) 222-3333 Boy S. Scout