

# Westview High School

## Counselor Letter of Recommendation

Colleges often ask for a letter of recommendation from your counselor. Since counselors do not see you daily, they need information about you from variety of sources. The quality and depth of the letter depends on the information you provide.

### **Senior Counselor Contact Information:** WHS 503-259-5218

Andre Abraham- (A-FLZ) [andre\\_abraham@beaverton.k12.or.us](mailto:andre_abraham@beaverton.k12.or.us)

Kacey Farrens/Beth Johnson- (FMA-LAZ)

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### **NOTE TO STUDENTS:**

\*Please allow 3 weeks for your counselor to complete your letter.

\*You are responsible for mailing/emailing your part of the college application

### **Steps to Securing a Counselor Recommendation Letter:**

1. This Counselor Letter of Recommendation packet includes the following;

Notification Form indicating the colleges to which you will apply

- Senior Information Sheet
- Informal Teacher Recommendation Forms (x2)
- Parent/Guardian Recommendation Form
- One Outside Recommendation Form
- Instructions and example for creating an Activities/Awards Sheet
- A Permission to Release Form

2. Complete and distribute each piece of the Letter of Recommendation Packet. See each form for instructions.

3. COMMON APPLICATION Online ([www.commonapp.org](http://www.commonapp.org)); send an invite to your counselors and teachers to send your recommendation electronically.

4. Schedule a meeting with your counselor. During the meeting turn in the counselor notification forms and any other forms. Be prepared to discuss:

\*All of these forms

\*A due date for your letters

\*Anything else you feel your counselor should know about you.

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## Counselor Notification of Pending Applications

**REMINDER:** All materials are due to the counselor 3 weeks before the application deadline, (such as, midyear reports, letter of recommendation packet, etc.).

Date \_\_\_\_\_ Student Email \_\_\_\_\_

Name \_\_\_\_\_ ID Number \_\_\_\_\_

List all **Public Colleges/Universities** to which you are applying for admission, along with the application deadline.

	Name of College/University	Application Due Date	Mid-Year Reports Y/N Due Date
1.			
2.			
3.			
4.			
5.			
6.			

List all **Private Colleges/Universities** to which you are applying for admission, along with the application deadline.

	Name of College/University	Application Due Date	Mid-Year Reports Y/N Due Date
1.			
2.			
3.			
4.			
5.			
6.			

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## Senior Information Sheet

Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone Number \_\_\_\_\_

**Profile Information**

\*Please make sure to attach printed copies of your ACT or SAT Scores to this packet. Counselors will need this information for application forms.

Cum.GPA \_\_\_\_\_

AP scores \_\_\_\_\_

**List your senior schedule of classes below**

Per.	Semester 1	Semester 2
1		
2		
3		
4		
5		
6		
7		
8		

**Family Background Information**

Parent's Name (with whom you are living) \_\_\_\_\_

Father's Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Mother's Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Number of siblings \_\_\_\_\_ Ages \_\_\_\_\_

Military History of Father: \_\_\_\_\_

Military History of Mother: \_\_\_\_\_

Club/Organizational memberships of parents/family.

If your parents graduated from college, where did they graduate from?

1. Mother: \_\_\_\_\_

2. Father: \_\_\_\_\_

**Student Information**

What majors or fields of study are you considering?

Explain briefly why you have chosen this major and/or career.

**Academic Strengths**

What would you consider to be your areas of academic strength?

**Extracurricular Activities**

Discuss in detail those activities you have been most proud of being involved in. Be specific about what you did or accomplished.

Describe your most positive personality/behavior characteristics.

Describe any special talents you have.

What things make you unique? How would you distinguish yourself from other students in the senior class?

If you had a low grade in a particular class because of an extenuating circumstance, please explain the situation.

Describe any volunteer or paid work experience you have done.

**References**

Please give the names of 3 references (2 teachers and 1 non-teacher who may be an employer, club or group leader, but not a family friend).

1. \_\_\_\_\_ 2. \_\_\_\_\_  
Teacher Course Teacher Course

3. \_\_\_\_\_  
Non-Teacher

**Additional Information**

Please use this space to write anything about yourself. Perhaps you could recall some significant experience that has affected you or discuss a person who has had a significant influence on you and describe the ways the person has influenced you. If you have overcome any obstacles this information could be helpful to convey a complete picture of you.

**Westview High School**  
**Teacher Letter of Recommendation Form**

Dear \_\_\_\_\_ Name of Student \_\_\_\_\_

I am applying to a college or scholarship that requires a composite letter of recommendation from a school counselor. I would appreciate you completing this form by \_\_\_\_\_ and submitting it to \_\_\_\_\_  
(date) (Name of School Counselor)

**Note To Teachers:** Teachers are sometimes in a better position to observe students on a regular basis and therefore can be very helpful in providing specifics about student's academic abilities, effort, etc. Please answer the following questions adding specific examples whenever possible.

1) What three words would you use to describe this student?

1. \_\_\_\_\_ Example \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ Example \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ Example \_\_\_\_\_  
\_\_\_\_\_

2) Describe this student's academic abilities and performance in your class. You might want to comment on the student's study habits, dependability, creativity, willingness to go beyond minimum assignments, etc.

3) Describe any leadership skills this student has demonstrated in class or shown in activities in or out of school.

4) What sets this student apart from other students?

5) Is there any other information about this student that would be important to mention in a letter of recommendation? For example, personal setbacks, extenuating circumstances, and/or obstacles the student had to overcome. Please feel free to attach a separate letter if you prefer.

**Directions:** Compared to other college-bound students in his or her secondary school class, how do you rate this student in terms of:

	Below Average	Average	Good/Above Average	Very Good/Well Above Average	Excellent (Top 10%)	Outstanding (Top 5%)	One of the top few encountered
Creative, Original Thought							
Motivation							
Self-Confidence							
Independence, Initiative							
Intellectual Ability							
Academic Achievement							
Written Expression							
Effective Class Discussion							
Disciplined Work Habits							
Potential for Growth							

**Westview High School**  
**Teacher Letter of Recommendation Form**

Dear \_\_\_\_\_ Name of Student \_\_\_\_\_

I am applying to a college or scholarship that requires a composite letter of recommendation from a school counselor. I would appreciate you completing this form by \_\_\_\_\_ and submitting it to \_\_\_\_\_  
(date) (Name of School Counselor)

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1) What three words would you use to describe this student?

1. \_\_\_\_\_ Example \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_ Example \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_ Example \_\_\_\_\_  
\_\_\_\_\_

2) Describe this student's academic abilities and performance in your class. You might want to comment on the student's study habits, dependability, creativity, willingness to go beyond minimum assignments, etc.

3) Describe any leadership skills this student has demonstrated in class or shown in activities in or out of school.

4) What sets this student apart from other students?

5) Is there any other information about this student that would be important to mention in a letter of recommendation? For example, personal setbacks, extenuating circumstances, and/or obstacles the student had to overcome. Please feel free to attach a separate letter if you prefer.

**Directions:** Compared to other college-bound students in his or her secondary school class, how do you rate this student in terms of:

	Below Average	Average	Good/Above Average	Very Good/Well Above Average	Excellent (Top 10%)	Outstanding (Top 5%)	One of the top few encountered
Creative, Original Thought							
Motivation							
Self-Confidence							
Independence, Initiative							
Intellectual Ability							
Academic Achievement							
Written Expression							
Effective Class Discussion							
Disciplined Work Habits							
Potential for Growth							



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## Outside Recommendation Form

Dear \_\_\_\_\_

I \_\_\_\_\_ am applying to a college/scholarship that requires a school counselor to complete a composite letter of recommendation and evaluation form about me. I would appreciate you completing this form (or attaching a separate letter of recommendation) by \_\_\_\_\_(date). You can return it to me in a sealed envelope, e-mail it to my school counselor, or send it directly to my school counselor at the address below.

**Name of School Counselor \_\_\_\_\_**  
**Westview High School**  
**4200 NW 185<sup>th</sup> Avenue**  
**Portland, Oregon 97229**

My counselor will then summarize the information received to give a complete "picture" of me and may even quote things you say on this form in his/her letter of recommendation. Thank you for your help in my college/scholarship application.

**To Recommender:**

Please complete, if you can, the following questions about the above student.

1. What is your name and how do you know this student? (For example, soccer coach, employer, youth pastor, etc.)

2. Describe the activities or duties where you have observed this student.



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## Preparing a High School Activities & Awards Resume

A **High School Activities and Awards Resume** is a document you will be asked to prepare for the purposes of obtaining a Counselor Letter of Recommendation. It is a resume of your academic and extracurricular high school experience. This Activities and Awards Sheet can be also be included with your scholarship applications if the scholarship rules allow additional materials to be attached.

**Directions:** Complete steps 1-7. See Sample Awards Resume (next page).

1. Write down all the activities in which you have participated and awards you have received, both in school and in the community, starting with the 9th grade. Include all activities you intend to participate in throughout your senior year.

2. Organize your activities and awards into the following categories: Academic Honors, Positions of Leadership, School Activities, Athletics, Community Activities, Work Experience and Other Information. When listing these items under a category, arrange them chronologically starting with most recent first. *(If you do not have any items in a particular category, eliminate the category).*

3. In the "Other Information" category, list any information that doesn't belong in any other category, such as AP test scores, special activities, private lessons, international travel, summer programs, etc.

4. Next to your activities indicate the grade level(s) you were in while participating in the activity and the usual number of hours per week or month you were involved in the activity.

5. Compose a first draft of this material and have several people check it for spelling errors.

6. Compose your final draft in a typed format. Be sure to proofread!

7. Make several copies of your final resume for your own use all year with your college and scholarship applications.

• See sample "H.S. Activities and Award Form" on the next page

# High School Activities and Award Form

Student's Name:

<u>Category</u>	<u>Grade</u>	<u>Hours per Week</u>
<b>HONORS</b>		
AP Scholar Award	12th	
National Merit Semifinalist	12th	
English Honors	9th, 10th	
<b>POSITIONS OF LEADERSHIP</b>		
Student Council Treasurer	11th, 12th	10 hrs per week
JVH Soccer Captain	11th, 12th	10 hrs per week
Japanese Club President	11th, 12th	2 hrs per week
<b>SCHOOL ACTIVITIES</b>		
Student Council	10th - 12th	2 hrs per week
National Honor Society	11th, 12th	1-2 hrs per week
Prowl Editor	11th, 12th	6 hrs per week
Japanese Club	9th - 12th	1 hr per week
Cantores	11 <sup>th</sup> , 12 <sup>th</sup>	4 hrs per week
<b>SPORTS</b>		
Dragon Boat	12th	6 hrs per week
JV Soccer	11th, 12th	15 hrs per week
JVII Soccer	9th, 10th	15 hrs per week
Swim Team	9th, 10th	12 hrs per week
<b>COMMUNITY ACTIVITIES</b>		
Outdoor School Counselor	11th, 12th	144 hours
Boy Scouts of America	9th - 12th	2 hrs per week
Church Youth Group	9th - 12th	2 hrs per week
Sunday School Teacher	9th - 11th	2 hrs per week
Oregon Humane Society Volunteer	9th, 10th (summers)	6 hrs per week
<b>WORK EXPERIENCE</b>		
Cashier (Target Stores)	12th	20 hrs per week
Lifeguard (YMCA)	11th, 12th (summers)	16 hrs per week
Baby Sitting	9th, 10th	10 hrs per week
<b>OTHER INFORMATION</b>		
Cumulative GPA : 3.85		
Class Rank : 32 out of 649		
Completed CIM Requirements		

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## Release of Information to Colleges and Scholarship Organizations

I give permission for my counselor, \_\_\_\_\_ to release the following information to colleges and scholarship organizations through letters of recommendation, lists, and verbal conversations.

\_\_\_\_\_academic information (cumulative GPA, semester grades, test scores, skills)

\_\_\_\_\_name, address, social and ethnic background

\_\_\_\_\_extra curricular involvement

\_\_\_\_\_personal information

Student's Name (please print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent's Name (please print) \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date of release \_\_\_\_\_. This release of information form will be in effect for one year from the date of release.