

## Dixon High School

### LETTER OF RECOMMENDATION GUIDELINES

If you are requesting any staff member to send a Letter of Recommendation to a college or university for admission, or scholarship consideration, please observe the following suggestions:

1. Complete the Letter of Recommendation Personal Data Form. Attach a copy of your college essay or a personal statement that describes you as a person if you have completed one.
2. Submit all forms and requests as soon as possible and at one time. It is much easier for staff to do several recommendations forms at one time for you than one each week. Also, supply a stamped envelope (one stamp) addressed to the college for the staff person to mail.

If you need other information to go with a letter of recommendation, please check the following list to get the appropriate documents.

1. High School Transcript to be sent to your college – See the Registrar in the front office. Mid Year Report Requests are often needed by colleges that you are applying.
2. Any SAT I, SAT II, ACT, and/or AP scores received by the school – See the Registrar.
3. School Academic Profile – See the Registrar.
4. A letter of recommendation – see your principal, vice principal, counselor, teacher or employer.

Do remember to write a short thank you to those who wrote you your letters and let them know when you receive admission or a scholarship. **THE STAFF WOULD LOVE TO KNOW WHEN YOU HAVE BEEN SUCCESSFUL!**

#### Disposition of the Letter

- Will be picked up by you       Sealed       Unsealed
- To be mailed directly by the writer (student provides stamped and addressed envelope)
- To be returned to the office to be included with other material sent by \_\_\_\_\_
- Copy of letter requested for senior file

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**LETTER OF RECOMMENDATION PERSONAL DATA FORM**

It is IMPORTANT that this form be filled out accurately and completely to aid your counselor or teacher in preparing the recommendation for your use in the application for colleges, scholarships or employment.

NAME \_\_\_\_\_

Describe your college/career plans.

1. List advanced courses which you have completed or in which you are currently enrolled (i.e., AP courses, Math, Physics, etc.). List GPA \_\_\_\_\_ Weighted GPA \_\_\_\_\_

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2. List clubs, activities, sports, and/or student government participation (indicate grade levels and offices held).

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3. List any awards and/or honors you have received.

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4. Describe community service or church activities in which you have participated.

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5. Describe work or volunteer experiences you have had.

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6. Describe your travel experiences.

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7. List any athletic scholarship interest (name sport).

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8. Has there been an event in your life that has had a significant impact on you or your grades?

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9. If there is something special or unique about you which you would like to have mentioned in the letter? Please explain.

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10. Discuss your personal and professional goals.

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## ADJECTIVES

Please circle the adjectives which you feel best describe you. (You should have 10-12)

able	individual	expert	proficient
decent	open	perceptive	liberal
hardworking	scrupulous	intelligent	charismatic
managerial	well-groomed	assertive	thoughtful
ready	affable	significant	friendly
unique	efficient	expressive	persuasive
accurate	influential	perseverance	licensed
decisive	optimistic	intense	committed
healthy	seasoned	attractive	together
mature	aggressive	skilled	gently
relaxed	willing	extroverted	compassionate
unselfish	alert	persistent	qualified
active	emotional	interested	competent
dedicated	imaginative	personable	tolerant
very motivated	organized	athletic	gracious
meticulous	self-assured	interesting	quick-thinking
reliable	witty	fast	conscientious
upbeat	ambitious	smart	top-level
dependable	energetic	pleasant	considerate
honest	incisive	introspective	gregarious
moral	original	fit	consistent
resilient	self-reliant	sophisticated	contemplative
urbane	worldly	poised	cooperative
detailed-oriented	amiable	attentive	literate
humorous	engaging	inventive	trained
motivated	industrious	flexible	creative
resourceful	outgoing	spirited	trustful
valuable	sensitive	polished	curious
dynamic	young	brilliant	
imaginative	analytical	involved	
multilingual	enthusiastic	focused	
responsible	initiating	stable	
versatile	outstanding	principled	
earnest	serious	bright	
ingenious	youthful	ivy league	
multi-talented	animated	forceful	
robust	executive caliber	successful	
vigorous	innovative	productive	
adaptable	patient	judicious	
educated	sharing	capable	
independent	articulate	talented	
notes	experienced	formidable	
scholarly	inquisitive	professional	
well-educated	people-oriented	knowledgeable	
adept	sharp	careful	
effective	artistic	tenacious	
adroit	shrewd	forward	