

Senior Personal Fact Sheet
Requesting a Letter of Recommendation
RHS Counseling Dept.

Student's Name _____ E-Mail _____
Mother's Name _____ Occupation _____
Father's Name _____ Occupation _____
Home Phone _____ Number of sisters _____ Number of brothers _____
Intended College Major or area of interest _____

On a separate sheet of paper type or print your answers to the following questions. Staple this Fact Sheet to your answer sheet. Keep in mind the more detailed your answers the more personalized our letters of recommendation can be!

1. How would you describe yourself? How would a friend describe you?
2. What aspect of your high school years have you enjoyed the most and why?
3. Tell me about one significant activity (may include community service, athletics, or volunteering) that you have been involved in. What was your role in the activity and what impact has it had on you?
4. How did you spend the past 2 summers? Provide detail.
5. Why should college admissions choose you over another candidate? What makes you special and different? What will you add to their campus? (Examples may include academics, activities, travel, athletics, hobbies, your personality, work experiences, etc. but you must give a detailed explanation of the area you pick.)
6. What aspect of your academic experience would you wish to have pointed out as strength? Why?
7. Describe any circumstances that might have affected your school performance, positive or negative.
8. The class I enjoyed the most is..... and why?
9. The hobby/pastime I enjoy most is....and why?
10. If you have had a job in the past two years, where did you work and exactly what were your responsibilities? Why did you like or not like this job?
11. What is your education or career goal?
12. What colleges/schools have you selected to apply to?
13. Why did you pick those particular colleges/schools?

14. Please pick one of the following areas that pertain to you and discuss your participation, offices held, honors or awards received, time spent on the activity and what the activity has meant to you.

Student Government
Religious or Community Group
School Club
Cheerleading
Athletic Team

Dance
Choral or Theatre Group
Band or Orchestra
Other Activities
Employment

15. Please feel free to attach a piece of writing, art or other school item that has been **graded** and that you are proud of. What made this particular assignment special to you?

Important Information

- Give your Personal Fact Sheet information to your counselor along with stamped (typically 3 stamps), addressed envelopes (8"x11") for every letter to be sent to the colleges from your counselor.
- Leave "return address" space, on envelope, blank.
- Attach the college "Counselor Report Form" or "School Report Form" from the Common Application or individual College Application.
- If using the "Common Application", attach only one "School Report Form", (counselor will duplicate as needed.)
- Give your counselor 2 to 3 weeks for an excellent letter of recommendation to be completed.
- Many universities/colleges require "Mid Year Reports" after first semester grades are posted. Please turn in "Mid Year Reports" along with stamped (typically 3 stamps), and addressed envelopes (8"x11") to Mrs. LaBrie, in the Counseling Center no later than January 15.