WOODLAND HIGH SCHOOL
COUNSELING DEPARTMENT
LETTER OF RECOMMENDATION FORM

If you need a Letter of recommendation from your counselor or teacher for your college application, a scholarship program, or some other activity, you need to complete this form. Remember that the person writing your recommendation wants to do a good job for you, so it's important that you follow directions on the following list.

REQUIRMENTS FOR LETTER OF RECOMMENDATION

1. Complete this form carefully and include as much information as possible. Use a separate piece of paper if necessary.
2. Return completed form, "personal statement," if you have one, and the official recommendation form from the college to counselor/teacher **at least two weeks before recommendation is needed.**

Full Legal Name: _____ Counselor: _____

Father's Employer: _____Mother's Employer: _____

Recommendation Letter is for? (please list name of scholarship, college, etc.):_____
_____

Discuss your future career and academic goals: _____
_____
_____

What experience have you had in this career field? _____
_____

What are your best subjects? Why? Use specific examples of depth of understanding in class work and problem solving: _____
_____
_____

What are your most difficult subjects? Why? _____
_____

What are your hobbies or special interests? What experiences do you have in these? _____
_____
_____
_____

List 5 words you would use to describe yourself. Explain 2 of them. _____
_____
_____
_____

List and detail all **School Activities** in which you have participated:

Grade   Activity

_____ _____

_____ _____

_____ _____

_____ _____

List and detail **Sports** in which you have participated

_____ _____

_____ _____

_____ _____

_____ _____

List and detail **Out-of-School Activities**: (community service, scouts, youth group, tutoring, etc.)

_____ _____

_____ _____

_____ _____

_____ _____

List and detail a significant **Travel Experience** you have had:

_____ _____

_____ _____

List and detail **Work Experience**: (paid work, give days/hours)

_____ _____

_____ _____

_____ _____

List and detail all **Awards & Honors** (no matter how small you think they may be)

_____ _____

_____ _____

_____ _____

What special talents do you possess? (music, sports, etc.) Have you demonstrated them? _____
_____

Are there any special circumstanced or obstacles you have overcome that we should know about to help us better understand your academic or extracurricular performance? If there are examples that illustrate your comments please write them.