

## **Baldwin High School Recommendation Letter Form**

As part of your college application packet, if you would like your counselor to write a recommendation letter or complete a counselor form, you must submit this form to the guidance office. The information you provide will be the foundation of your counselor's recommendation letter.

Please highlight the activities that are of significance to you, future plans, and/or any other relevant personal experiences or information you wish to share. In essence, describe what would you like the admissions committee to know about you, why should they admit you, what do have to contribute/offer to their school, and/or what makes you unique.

This form should be submitted at least 2 weeks prior to when the letter is needed. Due to the volume of college applications and recommendation letters required, last minute requests cannot always be honored.

Your full legal name: \_\_\_\_\_

Nickname: \_\_\_\_\_

How would you describe yourself?

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How would your family describe you?

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How would your teachers describe you?

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How would your friends describe you?

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What are your strengths?

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What are your weaknesses?

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What are your life goals, career goals?

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What are your academic goals?

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What are your personal goals?

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To what schools are you applying? What is your first, second, third choice?

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What activity is most meaningful to you and why?

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What would like the admissions committee to know about you?

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If there is anything not addressed above, please write it below...A letter of recommendation can be used to explain some weakness or ambiguity in a student's record...use this opportunity to explain experiences that may have affected your grades, or to explain low grades or test scores, or anything else you would like conveyed to the admissions committee from your counselor.

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If you are submitting a counselor recommendation form, be sure to waive your right to see the letter. Colleges prefer and give more weight to confidential recommendations; waiving your rights ensures confidentiality. Recommendations will be sent directly to the college or scholarship organization, not given to students.