
Letter of Recommendation/Reference Letter Questionnaire

Fill out this info and give it to the person you are requesting a reference from.

Student Profile

Full legal name: _____

Preferred name: _____

Grade: **circle one*

11th

12th

Other:

Contact Information

School email: _____

Personal email: _____

Which email do you prefer I use to contact you? **circle one*

School email

Personal email

College/Employment Plans

1. To which colleges or employer are you applying?

2. What is your earliest application deadline? (Include school/employer and date)

3. Which major(s) do you intend to pursue in college, and why?

4. What's your current life dream? Could be your ideal job, ideal environment, etc. Essentially, what/where do you see yourself in 5 years?

Academic Record

Average marks: _____

Principal's Roll or Honor Roll: _____ (which one and when)

Current classes you're taking:

Do you believe your academic record (report cards and transcript information) provide an accurate representation of you as a student? Why or why not? (This is also an opportunity for you to discuss an event in your life that has had a significant impact on you, your life, and/or your academics.)

Extracurricular Activities

1. What do you love to do, learn or discuss outside the classroom? (This is also an opportunity to explain why you pursue the activities on your resume.)

2. In which community (be it your friend group, your family, your team, club, etc.) have you made an impact? Tell me the story.

Personal Profile

1. What are 6 words or phrases you would use to describe yourself?

Sample Letter #1: Teacher Reference for University Admission

Dear Admissions Committee,

I had the pleasure of teaching Sara in her 11th grade honors English class at Mark Twain High School. From the first day of class, Sara impressed me with her ability to be articulate about difficult concepts and texts, her sensitivity to the nuances within literature, and her passion for reading, writing, and creative expression- both in and out of the classroom. Sara is a talented literary critic and poet, and she has my highest recommendation as a student and writer.

Sara is talented at considering the subtleties within literature and the purpose behind authors' works. She produced an extraordinary year-long thesis paper on creative identity development, in which she compared works from three different time periods and synthesized cultural and historical perspectives to inform her analysis. When called upon to give her thesis defense in front of her peers, Sara spoke clearly and eloquently about her conclusions and responded to questions in a thoughtful way. Outside of the classroom, Sara is dedicated to her literary pursuits, especially to poetry. She publishes her poetry in our school's literary magazine, as well as in online magazines. She is an insightful, sensitive, and deeply self-aware individual driven to explore art, writing, and a deeper understanding of the human condition.

Throughout the year Sara was an active participant in our discussions, and she always supported her peers. Her caring nature and personality allow her to work well with others in a team setting, as she always respects others' opinions even when they differ from her own. When we held a class debate about gun laws, Sara opted to speak for the side opposite her own views. She explained her choice as motivated by a desire to put herself in other people's shoes, view the issues from a new perspective, and gain a clearer sense of the issue from all angles. Throughout the year, Sara demonstrated this openness to and empathy for the opinions, feelings, and perspectives of others, along with shrewd powers of observation, all qualities that makes her outstanding as a student of literature and burgeoning writer.

I am certain that Sara is going to continue to do great and creative things in her future. I highly recommend her for admission to your undergraduate program. She is talented, caring, intuitive, dedicated, and focused in her pursuits. Sara consistently seeks out constructive feedback so she can improve her writing skills, which is a rare and impressive quality in a high school student. Sara is truly a stand-out individual who will impress everyone she meets. Please feel free to contact me if you have any questions at callmeclemens@gmail.com.

Sincerely,

Ms. Scribe

English Teacher
Mark Twain High School

Sample Letter #2: Character Reference Letter

To Whom it May Concern:

I have had the pleasure of knowing Katherine Kingston for eight years. During the years of our acquaintance, I have known Katherine in many capacities. She has been my Mother's Helper since the birth of my first child five years ago. Her responsibilities in that capacity have grown with the activity level of a now pre-schooler, and the addition of another child, now a toddler.

Katherine has also been involved with a variety of tasks at my retail business, a specialty shop fitting women for mastectomy, compression, maternity, and nursing products. Her experiences have included working on inventories, our newsletter, mailing list, and web design, as well as customer interface.

Katherine is an intelligent, capable, and personable young woman. She is always quick on her feet, with sensible reactions in all the circumstances I've seen her in. I feel confident in saying that she is capable of handling any situation with thoughtfulness and maturity.

Yours Truly,

Jill Johnson

Sample Letter #3: Teacher Reference for Volunteer Position

Attn: Julia M. Jones

Re: Katie Kingston

Dear Ms. Jones:

I am writing this reference at the request of Katie Kingston who is applying for Student Volunteer Program at St. Francis Hospital this summer.

I have known Katie for two years in my capacity as a teacher at Smithtown Middle School. Katie took English and Spanish from me and earned superior grades in those classes. Based on Katie's grades, attendance and class participation, I'd rate Katie's academic performance in my class as superior.

Katie has a number of strengths to offer an employer. Katie is always interested in supporting others. For example, this year when we worked on our class community service project, Katie was helpful to me in collecting and organizing the food for the food pantry here in Smithtown.

In conclusion, I would highly recommend Katie Kingston. If her performance in my class is any indication of how she'd perform in your position, Katie will be a positive addition to your organization. If you should ever need any additional information you can feel free to contact me at 555-5555 or by email at email@email.com anytime.

Sincerely,

Susan Samuels

Teacher, Smithtown Middle School

Sample Letter #4: Joe the Hard Worker

Dear Admissions Committee,

It is my pleasure to recommend Joe, who I taught in my 11th grade math class. Joe demonstrated tremendous effort and growth throughout the year and brought a great energy to class. He has that combination of a positive attitude and the belief that he can always improve that's rare in a high school student, but so essential to the learning process. I am confident that he will continue to display the same commitment and diligence in everything he does. I highly recommend Joe for admission to your school.

Joe would not describe himself as a math person. He's told me on several occasions that all the numbers and variables make his mind go fuzzy. Joe did, in fact, struggle to comprehend the material at the beginning of the year, but his response to this is what really struck me. Where so many others have given up, Joe took on this class as a welcome challenge. He stayed after school for extra help, got extra tutoring at the nearby college, and asked questions in and out of class. Due to all his hard work, Joe not only raised his grades, but he also inspired some of his classmates to stay after for extra help, as well. Joe truly demonstrated a growth mindset, and he inspired his peers to adopt that valuable perspective, too. Joe helped contribute to our classroom environment as one where all students can feel supported and able to ask questions.

Joe's strong belief in his ability to acquire new skills and improve through practice was likely shaped by his years as a baseball player. He's played all through high school and is one of the team's most valuable players. In his final for our class, Joe designed an impressive project calculating and analyzing batting averages. While he initially described himself as not a math person, Joe reaped the benefits of his tremendous effort and found a way to make the subject come alive for him in a way that he was personally invested in. As a teacher, it is incredibly fulfilling to witness a student make this kind of academic and personal progress.

Joe is a trustworthy, reliable, good-humored student and friend who supports others in and out of the classroom. He was a pleasure to have in class, and his positive attitude and belief in himself, even in the face of difficulty, is an immensely admirable asset. I'm confident that he will continue to demonstrate the same diligence, perseverance, and optimism that he showed myself and his peers. I highly recommend Joe for admission to your undergraduate program. Please feel free to contact me with any further questions at fortheLoveofAlgebra@gmail.com.

Sincerely,

Mr. Wiles

Math Teacher
Euclid High School