

Your Name Here
Houghton High School
Request for Letter of Recommendation
Class of XXXX

If you simply provide a list of accomplishments to someone and ask for a letter of recommendation, they are likely to repeat your list. That is NOT what will get you scholarships or admission. Instead, I highly recommend that you help to craft the letter by providing the teacher, coach, employer, etc with targeted descriptors of what they would have SEEN you do/perform under their supervision. This list should be different for the various people you ask for a letter as they are seeing different qualities of your personality in different settings (suggested to ask for at least 3). See the second sheet for a list of descriptors that may be useful but feel free to use your own as well. Be sure to fully explain the How/Why to include a specific occurrence, if possible, so that can easily be cited in the letter. This is

Make a copy of this document, then delete all the instructional text in Italics. Complete this form, title it with your full name, attach/copy and paste information at the bottom that you would normally provide to teachers (i.e. awards, activities, leadership roles, volunteer work, etc) Feel free to use the ["List of High School Accomplishments"](#) form.

GPA:

SAT:

ACT:

AP Exam Scores:

Dual Enrollment Transcripts Available (also send me digital copies):

College Major:

School(s) of Interest:

Three qualifiers that best describe you (see list below):

1) _____

How/Why:

2) _____

How/Why:

3) _____

How/Why:

Unique Circumstances (Extensive Travel/Unique Experience/Large Project Undertaken/Personal Circumstances you want considered/Dedication to a specific university/etc):

(Insert List of High School Accomplishments at the end of this document)

The list below are positive character traits that may describe you. The purpose of a letter of recommendation is to call out your strengths. They will already see data you've provided, so this should focus more on what your passions are, your interests, your personality strengths, etc. Something you want them to know about you that might not be obvious in data alone. Select three to place above, and then remove this list completely by pasting your "Accomplishments and Involvement" table here.

*Accepts Authority,
Accountable,
Adaptable,
Adventurous,
Affable,
Affectionate,
Agreeable,
Alert,
Ambitious,
Amiable,
Amicable,
Amusing,
Appropriate,
Aspiring,
Assertive,
Astute,
Attentive,
Authentic,
Aware,
Brave,
Bravery,
Bright,
Broad-Minded,
Calm,
Candid,
Capable,
Careful,
Caring,
Certain,
Charismatic,
Charming,
Cheerful,
Clear,
Collaborative,
Committed,
Communicative,
Communicator,
Compassion,
Compassionate,*

*Comradeship,
Connected,
Conscientious,
Conscious,
Considerate,
Consistent,
Contributes,
Convivial,
Cooperative,
Courageous,
Courteous,
Creative,
Curious,
Decisive,
Dedicated,
Determined,
Devoted,
Diligent,
Diplomatic,
Directive,
Disciplined,
Discreet,
Does What Is Necessary,
Dynamic,
Easygoing,
Effective,
Efficient,
Emotional,
Empathetic,
Empowers,
Endures,
Energetic,
Enthusiastic,
Ethical,
Excited,
Expansive,
Expressive,
Extroverted,
Exuberant,*

*Facilitates,
Fair-Minded,
Fairness,
Faithful,
Faith In Life,
Faith In Oneself,
Faith In Others,
Fearless,
Flexible,
Focused,
Forceful,
Forgiving,
Frank,
Friendly,
Frugal,
Funny,
Generative,
Generosity,
Generous,
Gentle,
Good,
Goodwill,
Grateful,
Gratitude,
Gregarious,
Happy,
Hard Working,
Hard-Working,
Helpful,
Honest,
Honorable,
Humble,
Humorous,
Imaginative,
Immaculate,
Impartial,
Independent,
Initiates,
Innovative,*

*Inquiring,
Integrates,
Integrity,
Intellectual,
Intelligent,
Intentional,
Interested,
Intimate,
Intuitive,
Inventive,
Involved,
Joyful,
Kind,
Knowledgeable,
Leading,
Listener,
Lively,
Logical,
Loving,
Loyal,
Manages Time Well,
Mature,
Modest,
Motivated,
Neat,
Networker,
Nice,
Nurturing,
Open-Minded,
Optimism,
Optimistic,
Organized,
Passionate,
Patient,
Peaceful,
Perfects ,
Perseveres,
Persistent,
Philosophical,
Pioneering,
Placid,
Planner,
Playful,
Plucky,
Poised,
Polite,
Positive,
Powerful,*

*Practical,
Presents Self Well,
Proactive,
Problem-Solver,
Productive,
Punctual,
Quick-Witted,
Quiet,
Rational,
Realistic,
Reliable,
Reserved,
Resourceful,
Respectful,
Responsible,
Responsive,
Right,
Romantic,
Self-Confident,
Self-Directed,
Self-Disciplined,
Self-Esteem,
Self-Generating,
Self-Giving,
Selfless,
Self-Reliant,
Sense Of Humor,
Sensible,
Sensitive,
Sensual,
Serious,
Serves Others,
Shy,
Sincere,
Skillful,
Sociable,
Social Independence,
Spiritual,
Spontaneous,
Stable,
Straightforward,
Strong,
Successful,
Supportive,
Sustaining,
Sympathetic,
Systematic,
Tactful,*

*Takes Others Point Of View,
Thoughtful,
Thoughtful Towards Others,
Thrifty,
Tidy,
Tolerant,
Tough,
Trusting,
Trustworthy,
Truthful,
Unassuming,
Understanding,
Unpretentious,
Unselfish,
Versatile,
Vibrant,
Warm,
Warmhearted,
Willing,
Willing Does,
Willingness,
Wise,
Witty,
Zealous*