*Your Name Here*

Houghton High School

Accomplishments/Involvement

Class of XXXX

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academics | | | | |
| Name | Description | Leadership Role | Grade(s) | Notes |
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| School Club/Activities | | | | |
| Name | Description | Leadership Role | Grade(s) | Notes |
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|  |  |  |  |  |
| Volunteerism | | | | |
| Name | Description | Leadership Role | Grade(s) | Notes |
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|  |  |  |  |  |
| Work Experience | | | | |
| Name | Description | Leadership Role | Grade(s) | Notes |
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|  |  |  |  |  |
|  |  |  |  |  |
| Travel/Career Exposure | | | | |
| Name | Description | Leadership Role | Grade(s) | Notes |
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|  |  |  |  |  |
| Sports | | | | |
| Name | Description | Leadership Role | Grade(s) | Notes |
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| Church/Religious Commitments | | | | |
| Name | Description | Leadership Role | Grade(s) | Notes |
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|  |  |  |  |  |
| Other | | | | |
| Name | Description | Leadership Role | Grade(s) | Notes |
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*Seniors using the Common Application must provide this form to the School Counselor in order to complete the recommendation section. 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 it for other recommendations as well.*

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):

*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 likely already see data and involvement you’ve provided above, 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*