

Counselor Recommendation for College

Dear _____,

Thank you for agreeing to write a letter of recommendation on my behalf for college application usage. I have attached my resume for your review. I have also provided some anecdotes and reflections regarding my academic, extra-curricular, and personal qualities in hopes that you might find them helpful to you in writing my recommendation letter.

Thank you for the time you are committing to help me pursue my dream of attending college.

Sincerely, _____

1. Thoughts about my academic strengths and aspects of my academic record that I would like you to mention:

2. Thoughts about my extra-curricular activities and any community impact that I have had here at school or in the surrounding community.

3. Personal qualities, characteristics and examples thereof that you may want to mention:

4. Family or personal circumstances that I think are worth mentioning:

5. My college and/or career goals:
