

Hortonville High School



Senior Profile for Letter of Recommendation Request

Letters of recommendation are an important component of college and scholarship applications. Students are encouraged to follow the steps below if they should need a letter of recommendation:

1. Provide a copy of this completed Senior Profile to the Recommender. **Answers should be typed (so they are legible) on a separate sheet of paper and attached to this cover page. Alternately, the fillable form can be completed.** The more information you provide, the more complete the letter will be. Activities list can be on provided form.
2. Schedule a meeting or send an email to your Recommender (teacher, counselor, etc.) to discuss your request for a letter of recommendation.
3. Many colleges have specific forms for a Recommender to complete or they may accept the Common Application. Provide clear details, including website to visit for online recommendations, or print any necessary forms, fill out student sections if required, and provide these to Recommender.
4. Allow a minimum of two weeks advanced notice.
5. Follow up with clarifications, reminders, thank you note, etc.

Student Name: _____

Student Email: _____

Recommendation addressed to/purpose (circle one): Admissions Scholarship

Name of College(s) or Scholarship(s) you need letters for: _____

For scholarships:

How will your letter be sent? (circle one):

I will pick up a copy and include with my application

I would like my counselor to email my letter to the scholarship organization
(include email address): _____

I would like my counselor to mail my letter to the scholarship organization
(include **full** mailing address): _____

For college admissions:

****IMPORTANT: If you are applying to UW-Madison, they have their own system for recommenders to upload letters of recommendation. Please visit <https://apps.admissions.wisc.edu/apply/recommendations/invite/index.php>***

****If applying to colleges through Common App, counselors automatically receive a request for a letter of recommendation. Do you want your counselor to send a letter of recommendation for colleges that use Common App?*** YES NO

Where should we send your letter(s) of recommendation?

******Letters should be sent directly from the recommender to the university and should not be submitted by the student to the university.***

Email address(es): _____

-OR-

Mailing address(es): _____

- 1) List four words that you, teachers, parents, and/or friends use to describe you. Provide examples of how you have demonstrated these traits.
- 2) Construct a short narrative that describes how you have connected your experiences (coursework, volunteer experiences, job shadowing, etc.) to your goals.
- 3) Identify your education goals. Ideas about a major? Career direction? Why do you wish to pursue this major or career?
- 4) What are your strengths and limitations? Of what are you most proud? Give an example of how you have shown your greatest strength and/or how you are overcoming your limitations.
- 5) What two or three activities/interests (school or community) have meant the most to you? What impact did they have on you? Why was this experience so important to you?
- 6) How have you grown or changed since Freshman year? Identify courses that you excelled in, project/activity you are proud of, etc.
- 7) How do the courses and grades on your transcript portray you? Is this a fair evaluation? Why?
- 8) I consider the difficulty of my course load to be (select one):
Most Demanding Very Demanding Demanding Average Below Average
- 9) Did either of your parents graduate from college or are you the first generation to attend college? Do you have siblings in college or who have attended college?
- 10) Please provide any additional information you would like to share. Ideas include a special circumstance affecting your school performance, examples of an event/experience that has had an impact on you, difficult challenges or a project/activity you are especially proud of.

Extra-Curricular and Personal Activities List

(If you already have prepared a resume that include this information, you can simply attach that)

School-Related or Non-School-Related Activities (clubs, teams, service organizations, student government, etc.) List most recent first:

Activity Description Grade/Year

<u>Activity</u>	<u>Description</u>	<u>Grade/Year</u>

Leadership Roles (president, captain, etc.):

Title/Office Description Grade/Year

<u>Title/Office</u>	<u>Description</u>	<u>Grade/Year</u>

Community Service Activities:

Activity Description Grade/Year

<u>Activity</u>	<u>Description</u>	<u>Grade/Year</u>

Work Experience:

Location/Position Description of Duties Grade/Year

<u>Location/Position</u>	<u>Description of Duties</u>	<u>Grade/Year</u>

Special Awards/Honors:

Award Description Grade/Year

<u>Award</u>	<u>Description</u>	<u>Grade/Year</u>