



## DVHS Counselor Letter of Recommendation Checklist

Student Name:		Date:
Student Email:	Student Phone:	Student ID:

### Instructions:

Complete all checklist items below prior to asking for a letter of recommendation from your counselor. Please turn in completed checklist, and relevant items, to your counselor by your due date (see below for due dates). Your counselor will schedule a meeting with you to discuss your post-high school plans and review your packet.

### Due Dates:

September 22<sup>th</sup>: packets to counselors for an October 15<sup>th</sup> deadline

October 2<sup>nd</sup>: packets to counselors for a November 1<sup>st</sup> deadline

October 30<sup>th</sup>: packets to counselors for a December 1<sup>st</sup>, January 1<sup>st</sup>, or later deadline

On the Family Connection homepage, click on “Document Library” to complete the following questionnaires:

- Due Date Form
- Student Questionnaire
- Student Resume
- Parent/Guardian Questionnaire

- In the Family Connection **College** tab, update your list of colleges. Move colleges from the “I’m Thinking About” list to the “I’m Applying To” list. Remember only to move colleges to which you are definitely applying. You can make changes to your “I’m Thinking About” list, but *NOT* to your “I’m Applying To” list.
- Complete the FERPA waiver in your CommonApp account AND in Family Connection. Match your CommonApp and Naviance accounts on the “Colleges I’m Applying to Page.” Also, if applying to non-CommonApp schools, be sure to complete individual FERPA waivers for each application.
- In the “Document Library” section of the Family Connection homepage, follow the instructions for requesting transcripts. Once you have requested your transcripts, print the confirmation page and include it in your packet.
- Secure “Due Date Form” to the front of a large manila envelope. Place Student & Parent Questionnaires, Resume, Transcript Request list, and this completed Checklist inside, along with any addressed and stamped envelopes needed for paper application recommendations.
- Turn in completed packet to your counselor.

***Your counselor will call you in  
to discuss your packet and answer any additional questions you might have.***





## *Student Portion*

### Letter of Recommendation Packet

Please type your answers to the following questions on a separate sheet of paper (please be sure to number them as well). Thank you in advance for your thoughtful responses as they will help your Counselor write your letter of recommendation.

1. What are you looking for in the colleges to which you are applying?
2. What specific majors are you considering and why? If you are not sure, state "undeclared."
3. What three of four qualities do you believe your friends like best about you and why?
4. What three or four qualities would your teachers remark on and why? (List teachers)
5. Which of your activities/accomplishments has given you the most joy and why?
6. Discuss your experience in leadership roles throughout high school?
7. What is the most important thing you want the colleges to know about you?
8. Have there been any personal challenges that you have overcome?
9. What are you most passionate about in your life?
10. Write a short statement explaining who you are, what your strengths are, and how you plan to use your education. What qualities do you possess that make you different from your peers? What significant life experiences set you apart from your peers?



# Sample Resume

## Letter of Recommendation Packet

Willy Wildcat  
10550 Albion Road  
San Ramon, CA 94582  
925-479-6400  
[w.r.wildcat@dvhigh.net](mailto:w.r.wildcat@dvhigh.net)

**Objective:** *[What are you educational/career goals?]* My hope it to attend a mid-to large-sized college campus with a strong civil engineering program that will prepare me for a career in building city infrastructure in underdeveloped nations.

**Education:** *[List any other educational programs in which you have been involved including: Summer and enrichment classes, college classes or programs, study abroad, and internship experiences. Give a brief description of each.]*

- Dougherty Valley High School
  - August 2016 – June 2020
  - Overall GPA 3.82
- John Hopkins University Center for Talented Youth
  - June 2018-July 2019
  - Four week enrichment program at Johns Hopkins University with a focus on “Investigation in Engineering”

**Community Service:** *[Write a brief description of community service programs and activities. Include the grade levels when you served.]*

- Volunteer: Dougherty Station Library
  - June 2017 – present
  - Duties include reading to children, organizing books, and assisting library staff as needed.

**Employment:** *[Write a brief description of where you have worked and what responsibilities you held. Include the dates of employment.]*

- Assistant Shift Supervisor: T4, San Ramon
  - June 2017 – present
  - Duties include serving tea and Boba, managing cash register, creating work schedule for employees, closing store at end of the night.
  - CYO Basketball Coach/Referee

- December 2016 – present
- Duties include coaching ten to twelve year olds in basic basketball skills, refereeing games and tournaments, creating game/referee schedule for all referees.
- Babysitting
  - January 2015 – present
  - Duties include playing with children and tutoring in various academic subjects.

**Activities:** *[List all activities in which you have been involved during high school. Again, list the dates you were at the time of the activity. Include a clarifying sentence about the activity and your level of involvement.]*

- Interact Club
  - 12<sup>th</sup> grade: President – helped grow membership from 60 – 125 student members, oversaw local, school chapter and represented DVHS at monthly area meetings.
  - 11<sup>th</sup> grade: Secretary – attended weekly meetings, recorded minutes of meetings, wrote correspondence to local charities/organization with whom we were working.
  - 9<sup>th</sup> & 10<sup>th</sup> grades: Member – attended weekly meetings, participated in various events.
- Youth - to - Youth
  - *[Do the same as above.]*
- DVHS Basketball
  - 9<sup>th</sup> grade: Junior Varsity, Most Improved Award
  - 10<sup>th</sup> grade: Junior Varsity, Co – Captain
  - 11<sup>th</sup> grade: Varsity
  - 12<sup>th</sup> grade: Varsity, Co – Captain
- DVHS Baseball
  - *[Do the same as above.]*



## *Parent Portion*

### Letter of Recommendation Packet

Your observations will help inform Counselors of different situations and circumstances that your son/daughter may not remember to include in his/her questionnaire. Your input may also contain information that will be helpful in writing letters of recommendation. Please type your responses and give it to your son/daughter to include with his/her portion of the packet. Thank you in advance for your thoughtful responses.

1. What do you consider to be your child's outstanding accomplishments in his/her high school career? Why did you select these as most important? What do you think was gained from these activities?
2. In what areas has your child shown the most development and growth in the areas of academic and interpersonal skills in his/her high school career?
3. What do you consider his/her outstanding personality traits? Describe a situation in which these qualities were evident.
4. Based on your observations, which classes has your son/daughter enjoyed most? Least? What does that say about his/her approach to learning?
5. Describe a particular challenge or disappointment which your son/daughter has handled effectively.
6. Are there any other unusual circumstances that have affected your child's educational or personal accomplishment? If so, please explain.
7. Is there any additional information regarding your son/daughter that would be beneficial for the counselor?