



*Murrieta Mesa High School  
Recommendation Letter Request Packet*

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Last Name	First Name	M.I.
1st College Choice	Application Deadline	
2nd College Choice	Application Deadline	
3rd College Choice	Application Deadline	
Probable Major	Occupational Goal(s)	

**Checklist**

When you request a letter of recommendation from a counselor, teacher, employer, or community member; be sure to:

-  \_\_\_ Make sure that the person you ask to write your recommendation knows you well.
-  \_\_\_ Make personal contact (preferable via an appointment) with the person you intend to ask for a letter of recommendation. Never leave a request in a mailbox.
-  \_\_\_ Always be sure to give the writer at least **THREE WEEKS NOTICE** (preferably more)! It takes time to write a good letter and you want the best.
-  \_\_\_ Complete the attached student information forms. Your writer may know you well, but it never hurts to make sure that he/she knows all of the important things about you.
-  \_\_\_ You will need to supply stamped, addressed envelopes-one for each letter. You will also need to make copies to distribute this packet to all the adults you have selected.

**COMPLETE THE STATEMENTS BELOW**

1. The first words that come to mind to describe myself are.....

2. The following six adjectives best describes me (Check Mark):

- |                  |                   |                           |
|------------------|-------------------|---------------------------|
| Hardworking      | Sensitive         | Determined                |
| Shy              | Organized         | Philosophical             |
| Competitive      | Artistic          | Perfectionist             |
| Like to be alone | Strong willed     | Creative                  |
| Assertive        | Modest            | Like to lead/be in charge |
| Generous         | Goal Oriented     | Concerned about others    |
| Willing to help  | Easy going        | Friendly                  |
| Tolerant         | Optimistic        | Enjoy learning            |
| Good listener    | Fun loving        | Other: _____              |
| Good speaker     | Sociable/Outgoing | Other: _____              |

3. The three personal qualities I like best about myself are.....

4. The three personal qualities I think my teachers like best about me are.....

5. I have shown leadership skills by .....

6. The accomplishments that I am most proud of are.....

7. The most meaningful extra-curricular experience I have had is and why.....

8. The class that I enjoy the most is and why....

9. My academic record is/is not an accurate reflection of my abilities and potential....

10. Give specific examples to describe your:

- a. Capacity for intellectual growth, academic potential, and curiosity to learn
- b. Initiative, self motivation, and responsibility level
- c. Leadership potential
- d. Originality and creativity
- e. Special Talents

**ANSWER THE FOLLOWING QUESTIONS AS THOROUGHLY AS POSSIBLE:**

1. What are your academic and career goals? Why?
  
2. What aspect of your high school years have you enjoyed the most?
  
3. Where do you fit amongst your brothers/sisters (i.e. oldest, middle, youngest, only child)? If either of your parents graduated from college, which college did they attend, or are you the first generation to attend college? Where did/do any of your siblings attend college?
  
4. What is the single most important thing that you want the college to know about you?
  
5. At present, do you have a particular "philosophy of life"?
  
6. Are there any "extenuating circumstances" or others information that your counselor should be aware of and include in the letter of recommendation?
  
7. What are your strengths and assets? Why should a college want "you" as part of its student body? Give compelling examples that illustrate these strengths. Responses can include your strong assets from academics, activities, athletics, hobbies, your personality, work experiences, etc.
  
8. Complete this section to the best of your ability. This information will be verified.  
GPA \_\_\_\_\_ Rank \_\_\_\_\_ SAT Critical Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_  
SAT Subject Tests: \_\_\_\_\_



## Extra Curricular Activities

### *School Activities*

### *Community Activities*

Student Government & Class Offices	9	10	11	12	Organizations	9	10	11	12
Organizations & Clubs	9	10	11	12	Service / Volunteer	9	10	11	12
Athletics	9	10	11	12	Employment	9	10	11	12
Other Activities (Band, newspaper, etc.)	9	10	11	12	Political Volunteer Work	9	10	11	12
Honors/Awards/ Other Achievements	9	10	11	12	Honors/ Awards/Etc.	9	10	11	12