



Mercy High School

Counselor Recommendation Request Form

Directions to Student: In order for your counselor to write a comprehensive letter of recommendation for you and help others learn more about you as a student and as a whole person, please fill out this form as thoroughly as you can. Use the back of this sheet or attach an additional sheet if necessary.

***** A resume can also be included to answer some of the listed questions *****

By checking this box, you understand the following;

- Your counselor has up to **three weeks** to write and submit their recommendation(s), assuming you have completed your responsibilities on Common App in order for them to do so.
- Letters of recommendation will only be written for colleges or organizations that **require** a letter of rec from a counselor as part of their application requirements.

Student Name: _____ **Date Submitted to Counseling:** _____

Counselor (please check): Mrs. Bennetts (A-G) Mrs. Hessler (H-O) Mrs. Casey (P-Z) Mrs. Brown (all 9th)

Purpose of Letter: College Application Scholarship Employment Other

Please answer the following questions in detail; attach a separate sheet of paper if necessary:

List the student activities you have participated in (when did you participate in said activities and for how long):

Have you served in any leadership roles? What have you done to demonstrate leadership?

Do you have any work experience? Describe:

Describe your involvement in volunteer/community activities (summary of activity/organization):

Out of all the activities & experiences you're involved in, which has meant the most to you & why?

Have you overcome any obstacles that you want to share? If so, how did you handle the challenge and what did you learn about yourself in the process?

Strengths/distinguishing qualities you see in yourself?

Strengths/distinguishing qualities others see in you?

What are your favorite areas of study and why?

Are you considering any specific majors or career paths at this time? Describe.

What was the subject of your extended college essay? (*if you wrote one*)

A value is something we cherish and not open to compromise. Describe one of your values and explain why it is important to you.

What is the most valuable thing you have learned in high school?

Are there any personal or family experiences that have had a strong impact on you that you would like me to discuss in your letter of recommendation to be shared with colleges?
