Student Information

Name: _____

ID #: _____

Home Phone Number: _____

Email address: _____

For more information please contact:

Poudre Counseling Department

Poudre High School
201 Impala Drive
Fort Collins, CO 80521
phs.psdschools.org

Jeff Schelly	A – D	488-6213	jschelly@psdschools.org
Julie Ulstrup	E – K	488-6062	jhajost@psdschools.org
Gannon Shea	L – Mc	488-4043	gshea@psdschools.org
Isabel Thacker	Md – R	488-6046	ithacker@psdschools.org
Megan Thorson	S-Z	488-6032	mthorson@psdschools.org
Pat Nash	9th & 10th MYP IB	488-6044	pnash@psdschools.org
Kim Wilder	11th & 12th DP IB	488-6015	kwilder@psdschools.org

Letter of Recommendation Request

Getting Started

Letters of recommendation are important for job references, college admission decisions, and scholarships. Tips to ensure a strong letter of recommendation include:

- Student must request letter of recommendation through Naviance.
- Schedule an appointment to ask the individual to write a letter of recommendation for you.
- Provide the writer with plenty of advanced notice, allowing 3-4 weeks for completion.
- Make personal contact with the individual. DO NOT leave the request in their mailbox or drop it off on their desk.
- Give specific dates and directions on what to do with the completed letter of recommendation.
- Ask someone who knows you well. Some colleges/universities request letters from core content teachers.
- Write a brief “thank you” note to the person who writes a letter of recommendation.
- The recommender will upload your letter to your Naviance account. You may ask for a hard copy for your records.

Include the Following with Your Request

1. An **updated Resume** including:
   Year of: Office or Position
   Awards and Honors
   Extracurricular and Co-Curricular Activities
   Work Experience
   Volunteer Experience
   Special Activities or Hobbies
2. By email (preferred) or on a separate document, answer the questions on the inside of this form. Use careful thought, depth, and detail.
3. Include other recommendation forms if provided by the college/employer.

Short Answer Questions

By email (preferred) or on a separate document please respond to the following questions. **The more depth and detail you provide, the better the recommender will be able to represent you.**

Academics and Activities:

Is your academic record an accurate reflection of your ability? Why or why not?

Describe an academic experience that has been a highlight during your high school years. (i.e. a particular class, a paper you wrote, project you worked on, etc. Be specific.)

What has been your most difficult/frustrating academic experience? What did you learn?

Have any outside circumstances interfered with your academic performance? (Home responsibilities, illness, emotional issues, parental pressure or limited English proficiency.)

Who are you???

How have you used your time outside of school? - Hobbies, significant travel experiences, religious activities, family commitments or any other special interest you have developed. Which of these activities is most meaningful to you and why?

List six adjectives that your parents or friends would use to describe you. Give examples.

Your Future!

What academic areas do you hope to pursue? Why?

What career(s) are you interested in pursuing? **Why?**

Is there anything else you think would be helpful for me to know about you? (If not, you may leave this blank.)