



# Letter of Recommendation Request



Please use this form when requesting anyone on the Clovis East staff to write a letter of recommendation for you. If the letter is to be mailed, be sure to include a completely addressed and stamped envelope.

*In order for the recommender to write a more detailed and personal letter of recommendation, please read and respond to all of the questions below on this form. Please provide typed out answers (not handwritten) on a SEPARATE piece of paper. Please provide your EDUCATIONAL RESUME along with your answers, which should include all co-curricular (sports/clubs) AND volunteer related activities, all awards you have earned both co-curricular and academic, and any work experience you might have.*

*Again TYPED responses are preferred and much easier to read!!!*

## **LETTERS OF RECOMMENDATION TAKE 7 TO 10 WORKING DAYS TO COMPLETE.**

**Please be aware of due dates and how your letter of recommendation needs to be sent!**

Keep in mind Holidays and time away from school such as Thanksgiving and Winter breaks so that your recommender has plenty of time to complete your letter before the due date.

1. Your full name and Student ID number.
2. Did you include/attach your **EDUCATIONAL RESUME**? (A resume template can be provided if needed)
3. Date letter(s) is due.
4. What is the name of the college/business/organization/scholarship? List ALL if you are requesting individual letters of recommendation to be made for each college, business, organization, and/or scholarship that you are applying to.
5. What is it about the college, job, and/or scholarship that interests you?
6. What are you planning to study in college and why do you want to pursue this major?
7. What are your career goals?
8. Have you had any experience in this career field? If so, please describe your experience(s), provide as much detail as possible, and explain what the experience meant to you.
9. What are your personal qualities and strengths? Please list at least 2 and give examples of why and how you have displayed these qualities and strengths.
10. List five adjectives (different from answer in #9 above) that you would use to describe yourself. Explain at least two and give examples.
11. How would your friends and teachers describe you? Provide examples of why they describe you that way?
12. What is the greatest academic or personal challenge you have faced? How did you overcome it?
13. Give an example or two, of times when you have shown maturity, integrity, and/or persistence when faced with difficulty or in a difficult situation.
14. What do you do when you don't understand what is being taught or explained in a class?
15. What would you or have you done when you see someone struggling academically and/or emotionally?

16. What is your favorite thing(s) to do? Why? Give examples.
17. What accomplishment(s) are you most proud of and describe why you are proud of them?
18. What do you bring to the table that others do not? What makes you stand out?
19. How did your co-curricular (sports, clubs, volunteer, and/or work) experiences change you into the person you are today?
20. Briefly discuss the soft skills (leadership, teamwork, communication, problem solving, work ethic, flexibility, and adaptability) you possess and give at least two examples of times you have used these skills.
21. Have you participated in an internship, done a job shadow, and/or have work experience? How many hours did you work and how often? What made you want to participate/have a job?
22. What are your responsibilities at home? Do you have younger siblings or family members you help take care of? If so, how many, how often, and what do you do when taking care of them? Are you asked to help out around the house? If so, what do you do and how often?
23. What is the biggest difference(s) you see in yourself from 9th to 12th grade? Give examples.
24. Why do you believe you thrive in college and/or career?
25. What is something that most people don't know about you and you feel comfortable with me sharing?
26. What other information would you like for me to share or focus on in my letter? (i.e. cultural background, outside school interests, activities, hopes, dreams, financial need, things that make you different from other applicants). **Don't be shy!!!**

**If you did not submit an Educational Resume or your resume does not cover the information being requested below, then please answer the following questions #1 - 5.**

1. List all activities and memberships in clubs (in and outside of school). Note ALL leadership roles.
2. What are your hobbies and/or special interests? What experiences do you have in 1-2 of these?
3. What community service/volunteer work have you done? How many hours? What did participating mean to you?
4. What sports have you played at Clovis East and/or in an outside program/club? Note ALL leadership roles.
5. What honors and/or awards have you received? Be specific.

## **EDUCATIONAL OPPORTUNITY PROGRAM (EOP) REQUEST**

In addition to the questions listed above this EOP request for letter of recommendation asks a few additional questions that your recommender will need you to answer in order to submit a thorough recommendation on your behalf.  
Please answer the following questions #1 - 5 below.

1. What do you feel are your best qualities? Try to list at least 3 and explain at least 1 in detail with examples.
2. Do you have a disadvantaged background? Explain in detail and give examples. (i.e. low family income for several years, first generation college student, live in the inner-city/poverty area, and/or your family is a migrant family)
3. How/why do you qualify for EOP?
4. What services are you hoping the EOP program can offer you to help you be successful in college? (If you do not know what services EOP has to offer please look them up and then explain your choice)
5. Have there been any barriers to achievement that you faced in school, K through 12th grade? Explain in detail and give specific examples.

# Sample Educational Resume for High School Students

Jane Doe  
12 Snelling Avenue  
St. Paul, Minnesota 55116  
(651) 555-1111  
jane.doe@spps.org

**Education** Highland Park Senior High, class of 2018 (3.8 GPA)

## Work/Volunteer Experience

St. Paul Public Library—University Branch (June 2012-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2016-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

## Activities/Clubs/Memberships

- National Honor Society (2016-present)
- California Scholastic Federation (2015-present)
- Student Leadership (2016-present)
- French Club (2013-present)
- Wallflower Club (2014-present)
- Cross Country (2014-present)
- Piano lessons (10 years)
- Dance classes (7 years)

## Leadership Experience

- Treasurer for NHS (2017-present)
- ASB Vice President (2017-present)
- Junior Class President (2016-2017)
- Captain for Cross Country (2016-present)

## Awards/Honors

- Principal's Honor Roll (4 semesters)
- High Honor Roll (2 semesters)
- Honor Roll (2 semesters)
- Cross Country MVP, 2015
- Outstanding French Student, 2016
- Volunteer of the Year, 2016

**Contact Information:** should be at the top of your resume—include name, address, phone number, and e-mail. Separate it out by centering it and making it bold.

**Education:** Include school name, graduation year, and GPA if it is 3.0 or higher.  
Option: Include Favorite Subject(s): Math, Honors English, AVID, Biology, etc.

**Formatting:** (2 options)

1. Heading line (include title and dates) followed by bulleted list—see St. Paul Public Library example.
2. Heading line (include title and dates) followed by narrative list—see National Honor Society example.

## Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated...see 2nd page for more Action Verb examples.

**Headings** The expected headings would be: Education, Work/Volunteer Experience, Activities/Clubs/Memberships, Leadership Experience, and Awards/Honors. Other possible headings to include are: Objective, Skills, Additional Experience, Related Experience, Research Experience, Writing Experience, Computer Experience, Related Coursework, or anything that fits your particular qualities.

**General Formatting** You should have 1 inch margins, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (Times New York, Arial, just not cursive...) at 12 point size. It should all fit on **one** page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- Proofread, **Proofread**, **PROOFREAD!!!**
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a **teacher**.
- If possible use resume weight paper.
- Pick a light, neutral color, like white or ivory.
- Laser print it or have it done at the copy center.

**Action Verbs:** Read the list of action verbs below, checking those skills you have demonstrated through internships, part-time or summer jobs, coursework, leadership experience, or community service. Try to incorporate some of these action verbs in the descriptions of your experiences on your resume. This is by no means an exhaustive list.

**Management Skills**

administered  
analyzed  
assigned  
chaired  
consolidated  
contracted  
coordinated  
developed  
directed  
evaluated  
executed  
improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
scheduled  
strengthened  
supervised.

**Communication Skills**

arranged  
authored  
collaborated  
convinced  
developed  
directed  
drafted/edited  
formulated  
interpreted  
mediated  
moderated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
recruited  
translated  
wrote

**Research Skills**

clarified  
collected  
critiqued  
diagnosed  
evaluated  
examined  
extracted  
identified  
inspected  
interpreted  
interviewed  
investigated  
organized  
reviewed  
summarized  
surveyed

**Technical Skills**

assembled  
built/calculated  
computed  
designed  
devised  
engineered  
fabricated  
maintained  
operated  
overhauled  
programmed  
remodeled  
repaired  
solved  
upgraded

**Teaching Skills**

adapted  
advised  
clarified  
coached  
communicated  
coordinated  
demystified  
developed

enabled  
encouraged  
evaluated  
explained  
facilitated  
guided  
informed  
instructed  
persuaded  
set goals  
stimulated  
trained

**Financial Skills**

allocated  
analyzed  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
developed  
forecasted  
managed  
marketed  
planned  
projected  
researched

**Creative Skills**

acted  
created  
customized  
designed  
developed  
directed  
established  
founded  
illustrated  
initiated  
instituted  
integrated  
introduced  
invented

originated  
performed  
planned  
revitalized  
shaped

**Helping Skills**

assessed  
assisted  
clarified  
coached  
counseled  
demonstrated  
diagnosed  
educated  
expedited  
facilitated  
familiarized  
guided  
motivated  
referred  
rehabilitated  
represented

**Clerical or Detail Skills**

approved  
arranged  
catalogued  
classified  
collected  
compiled  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processes  
purchased  
recorded