

# GOLDEN VALLEY HIGH SCHOOL

## **Letter of Recommendation Guidelines for Scholarships and College Admission**

**When requesting a letter of recommendation from a teacher or counselor, make sure to complete the following:**

1. Fill out the attached **STUDENT INFORMATION SHEET** as completely as possible.
2. Think of a teacher or counselor who **knows you well** (students should have had a teacher for at least a semester).
3. Make personal contact with the person from whom you are requesting the recommendation. Plan ahead to meet your timeline. Allow at least 10 days for the completion of the letter.
4. Give the person an addressed, stamped envelope and your completed **STUDENT INFORMATION SHEET** if needed.
5. If you need recommendations from someone outside the school, (minister, employer, or family friend) make sure it's someone who knows you well.
6. Make copies so you can use the form again for future recommendations. Keep your information sheet updated.
7. If the scholarship requires that you write a personal statement, make sure the content is specific to the request, or refer to following:
  - Significant influences
  - Achievements of which you are most proud
  - Personal strengths, talents, and skills
  - Personal obstacles in which you overcame
  - Things that have helped prepare you for the future.

**GOLDEN VALLEY HIGH SCHOOL  
COUNSELING DEPARTMENT**

**STUDENT INFORMATION SHEET**

1. Future goals:
2. Plans for college or other post high school education or training:
3. Special awards and honors:
4. Special interests:
5. Clubs and community service: (include leadership positions held)
6. Athletic teams (include leadership positions held and awards achieved)
7. Extra curricular activities (community, internship, church, summer programs)