

Olympia High School
Letter of Recommendation Reflection Questions
College/Scholarship Application Request

To request a letter of recommendation for a college or scholarship application, please type your responses to the questions below. Either email or give a copy of this information to your letter writer(s) 2-3 weeks before the (first) due date.

- ✓ If your letter is for a Common Application, remember to “invite” your counselor via email (on the Common App. website) so s/he can upload your letter.
- ✓ Write a short “Thank You” to your letter writer(s)!

The heading of your letter of recommendation information should include your name, contact information, and due dates for the letter(s) you’re requesting. Help us write a great letter for you by *thoroughly* and *thoughtfully* answering each of the following questions:

1. Which college(s) / scholarship(s) are you applying for? [Indicate which one(s) need(s) a letter.]
2. College certificate/degree or program/major you plan to pursue? How is it a good fit for you?
3. Where do you see yourself (what do you see yourself doing) in 5 years? In 10 years?
4. What accomplishment (after 8th grade) are you the most proud of? Please explain how this accomplishment impacted/shaped who you are today and/or who you want to become. . . .
5. What kind of learner are you? Which academic setting or assignments make you thrive?
6. If you took **advanced** classes (Honors, AP, Running Start, New Market, Advanced electives), explain
 - a. why did you take them,
 - b. what have you learned from them, and
 - c. how have they prepared you for the college(s) to which you are applying?
7. What interests/ talents /passions do you plan to bring to your college and/or continue to develop after high school?
8. What are you most passionate about (in or out of school)? How has this passion influenced your life and/or your future goals? Please elaborate
9. Explain your top three most admirable qualities (ie. initiative, dedication, integrity, reliability, inquisitiveness, perseverance, etc.) that would appeal to colleges and/or scholarship organizations.
10. What do you hope to accomplish in college and after? Consider your career & life goals. Describe any research you’ve done and/or experiences you’ve had that has/have influenced your goals.

Is there anything else you want admissions officers or scholarship review staff to know that I can write about in this letter?

- Consider your strengths, attitudes, skills, and/or interests that may help you be successful in the completion of a college degree/certificate, or make you a good candidate for this scholarship.
- Personal information about your family, including financial need, or anything else we should know about that has influenced your academic and personal growth/accomplishment could help.

Complete your letter of recommendation request by including a copy of your **résumé** or **activity log** showing academic and extracurricular achievements. This document should include, but is not limited to, your clubs, sports, activities, leadership roles, volunteerism, work experience, awards/honors, notable skills/talents, and anything else you think we should know about who you are and what you want/like to do.