**Request for Counselor Letter of Recommendation - IB**

**Directions to the Student**: Type, print or write NEATLY. Do not use abbreviations. Carefully answer each question in detail to the best of your ability**. Return at least 2 weeks prior to due date.**

**General Information:** Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number \_\_\_\_\_\_\_\_\_\_\_

**Date Needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Area(s) of greatest academic strength(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What do you plan to study in college?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your intended career? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the colleges to which you plan to apply: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**List the school club, activity and sports** in which you have participated and when. List any offices or leadership roles you have held or any pertinent information. (leave blank if included on attached resume)

Activity/club Grade(s) Leadership Position, duties or information

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**What specific accomplishment** (recognitions, honors or awards) have you achieved either in or out of school? Be specific. (Leave blank if included on attached resume)

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**Describe the most important community service activities** and tell something about them .

Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade(s) \_\_\_\_\_\_\_\_\_ Hours served \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What did you do and what did you gain from it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade(s) \_\_\_\_\_\_\_\_\_ Hours served \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What did you do and what did you gain from it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade(s) \_\_\_\_\_\_\_\_\_ Hours served \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What did you do and what did you gain from it? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Discuss your work experience** if you have any \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**List your hobbies, interests, special talents, or uniqueness**. What makes you stand out from the crowd?

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**How do you picture your life at 30 years old?**

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**Explain the principles, values or beliefs** that guide your life.

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**List THREE adjectives** that describe your personality and provide an incident or anecdote to explain each one.

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**Explain the worst thing** that ever happened to you or an obstacle you had to overcome and what you learned from the experience.

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**Explain the best thing** that ever happened to you and what you learned from the experience.

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**What is your favorite IB** experience or story?

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**REQUIRED** -- Please list anything else you would like included in the letter of recommendation or just tell me something that is unique about you.

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**Please list and EXPLAIN all incidents of discipline (include detentions, ISS, ATOSS, OSS, honor council) that you have received throughout high school.**

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**Please sign below that all statements made on this form are truthful and accurate**.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you have a resume please attach one to this request. It is not necessary to include information on this form that is already listed on a resume.**

**\*To help me write a more effective and more personalized letter of recommendation, please take a look at the following YouTube clip and include the information discussed. This video is still extremely relevant.**

**http://www.youtube.com/watch?feature=player\_embedded&v=DpZI8GQVOlo**