**Student Recommendation Checklist**

**Required for Counselor Letter of Recommendation**

**Please send via email or drop off in the Counseling Office**

**Name: Intended Major/Career path:**

**Schools applying to:**

**Academic Achievement**

* List all extra-curricular activities, both in and outside of school. Be sure to list any awards received or leadership positions held and include the years you participated in the activity.
* Which tests (i.e. SAT, ACT, both) and dates will you report to colleges?

**Please answer the following topics (type below each topic or include a separate sheet):**

**Civic Engagement *(colleges want people who care about others, not just themselves).***

Highlight volunteer activities, clubs & activities at Rustin, church/religious involvement, groups outside of school, and anything you may have done in the community. Be specific with volunteer hours as some scholarships require a certain number of hours to meet the criteria. ***What was most meaningful? Which taught you about yourself or others?*** Don’t just create a list, ***discuss what you have done*** or participated in over your time in high school. ***Colleges care more about why you do what you do, than what you do***.

**Expertise in a Field/Creativity *(what are you passionate about?)***

Talk about some of your creativity outside of the classroom. Most teachers will be able to discuss your ability in their subject but may not know some of your other talents. In addition, activities that are unusual or demonstrate your willingness to broaden your horizons into new areas will always help exhibit the risks you’re willing to take. By and large, college are looking to recruit a diverse group of individuals that will create a campus full of learning experiences, both inside and outside of the classroom.

**Leadership (*how will you enhance the quality of life on campus for the students around you and show you are a future leader of tomorrow?).* Examples of effective leadership skills include honesty, the ability to delegate, a sense of humor, the ability to communicate clearly and with confidence.** A leader should also be able to keep others motivated and have a sense of creativity to handle unexpected problems and take advantage of opportunities. Give examples where you have demonstrated these skills.

**Resilience/Obstacles Overcome *(how well do you handle adversity/challenges?)***

Resiliency is the ability to ‘bounce back’ from a difficult situation. How have you been able to withstand adversity, learn from a difficult experience, or cope confidently with life’s challenges? Colleges are not interested in your darkest secrets, but rather how you succeeded through difficult times/challenges. Examples include having a positive attitude, being optimistic, having the ability to regulate emotions, seeing failure as a form of helpful feedback.

Rustin Counseling Department 2018-2019