

Senior Profile

Recommendation letters can impact your likelihood of getting into a college or earning a scholarship. College admissions officers and members of a scholarship selection committee want more than a list of descriptive academic adjectives, personal traits, activities, and honors. To say that you are *responsible*, *creative*, or *possess intellectual curiosity* is not enough. You must provide examples or anecdotes that support such personal or academic traits. This helps the reader gain insight into your true essence. Our task is to help the people reading the letter of recommendation distinguish you from other qualified applicants.

Also, all college/scholarship letters are confidential. Letters are not given to students but sent directly to the school or scholarship organization. Most letters are requested online, but if one must be mailed the student should provide a stamped and addressed envelope.

Please fill out this form digitally rather than by hand, if possible. Send a copy to each person from whom you request a recommendation letter. If you opt to give recommenders a paper copy, be sure to keep the original.

Also, when requesting letters of recommendation, please note deadlines and give the writers as much time as possible.

Directions: The tasks that follow will help recommenders write an effective letter of recommendation for you. The more information you provide, the better the letter. Please spend some time on this profile to provide quality answers to the questions.

Name: _____

Deadline for letter: _____

Task 1. Describe yourself: What are the first words that come to mind to describe yourself?

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

How would others describe you?

Task 2. Family Background: Is there anything unusual about your family (cultural background, shared interests and activities, travel, size, crisis, etc.) that has had a significant impact on your personal or academic life?

Parental occupations and place(s) of employment:

Parent(s) highest level of education:

Number of children in the family:

Their ages:

Are other family members attending college:

If so, how many and where do they attend:

Task 3. Personal/Academic Traits: Examine the academic and personal traits listed below. Rate yourself using the following scale: 1 = below average, 2 = average, 3 = good, 4 = very good, 5 = outstanding (you may use the numbers more than once, but be honest. No one should have all 5s.)

- Initiative/motivation_____
- Leadership/influence _____
- Emotional maturity_____
- Intellectual curiosity_____
- Integrity_____
- Sense of humor_____
- Creativity_____
- Concern for others _____
- Reaction to setbacks_____
- Energy _____
- Responsible_____
- Tolerance for differences _____

Directions: Next, select your top two traits. Provide an example or an anecdote that explains why you selected it as your most important trait. Explain why you selected the traits below as your two most important.

Top Trait:

Second Highest Trait:

Task 4. College Choice: List the colleges you plan on applying to in order of preference:

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Directions: Explain why you are choosing to apply to your top college. Why is this college a good fit for you? What are the qualities that the top college looks for in their applicants? (Having trouble? Check the college's website. Most colleges describe the qualities they want in their students.)

Task 5: Intended College Major/Career Goal

Major:

Career Goal(s):

Why have you selected this major/career goal?

What influenced your choice of major? (work, study, travel, etc.)

What experience have you had in this career field?

What are your long-range career goals? What would you like to be doing ten years from now?

Task 6. Favorite Academic Subjects: What academic subjects are most interesting to you? Why? How do your favorite subjects connect with your career goal?

Task 7: Greatest Academic Strengths – What are your greatest academic strengths? Explain.

Describe a classroom or academic experience that has given you great satisfaction in the last two years (it could be a project, a term paper, working diligently to learn a difficult concept, learning to work in a collaborative environment, etc.).

Write an example of a comment that a teacher might write about you.

Task 8. Areas of Weakness: What are some areas where you need to improve? Explain.

Task 9. School Activities: In what school activities have you participated? Consider things such as athletics, fine arts, debate, yearbook, and journalism. List them below along with the years you participated, any special recognition you received, and any leadership roles.

<u>School Activity (specify grade level of involvement)</u>	<u>Special Recognition/Awards/Leadership</u>
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How has involvement in these programs impacted your personal development?

Task 10. Extracurricular Activities: List your extracurricular activities and years you have participated.

Activity (specify grade level of involvement)

Leadership Roles

Which of these extracurricular activities was most important to you? Explain.

Task 11. Community Service: In what organizations or activities outside of school have you participated?

1. Organization Name:

Total Hours: _____

Activities Performed:

2. Organization Name:

Total Hours: _____

Activities Performed:

3. Additional:

Which community service activity was most meaningful to you? Explain.

Task 12. Leadership Experiences: Describe the top two leadership roles you have taken in your community service activities OR at school. List the activity or office and describe what you did.

1. Leadership Role:

Years Held: _____

Organization Name:

Activities Performed:

2. Leadership Role:

Years Held: _____

Organization Name:

Activities Performed:

What makes you a successful leader?

Task 13. Overcoming Adversity: Explain any situations that required you to overcome challenges, adversity, or obstacles (divorce, accident, illness, etc.)

Task 14. More about You: What single high school activity or event has been the most meaningful to you and why?

Describe an activity or experience outside of school that has touched or inspired you.

What accomplishment, in or out of school, are you most proud of and why?

Describe the characteristics that set you apart from thousands of other applicants. How are you unique?

What challenges have you met, and how did they work out? (academic, personal, peer related, etc.)

What is unusual about your background? How has this impacted your life?

Task 14. Work Experience: Describe your most significant work experience – employer, length of employment, position, and responsibilities. What lessons did you take away from this experience?

Employer:

Length of Employment: _____

Responsibilities:

Lessons Learned:

Task 15. Additional Information: What additional information should I know to write your letter of recommendation?

Describe any special talents, hobbies, interests, travels not already listed that have influenced your growth and character.

Parent/Guardian Responses for the Senior Profile

Please share what you would like an admissions or scholarship committee to know about your student by answering the following questions. Your input contributes to a thorough recommendation letter. It is especially important if your student applies to a highly competitive college or university, an honors program, or for competitive scholarships. You may type more text than allotted or add a piece of paper for a handwritten document. Thank you for your assistance!

Personal qualities of your student:

Special talents:

Academic strengths:

What motivates your student?

What makes you proudest of your student?

If your student has any special financial need that we should address with an admissions or scholarship committee, please explain below.

Please add anything you feel I should know to better represent your student in my letter of recommendation.