

MELROSE HIGH SCHOOL
SENIOR SELF-ASSESSMENT FORM
(TO BE USED WHEN REQUESTING A LETTER OF
RECOMMENDATION)

Student: This form should be presented to the teacher/counselor/person you are requesting a recommendation from as soon as possible.

Name of student: _____

Date: _____ Date due to guidance office: _____

Dear _____,

I am applying to colleges and would appreciate if you would write a letter of recommendation for me. You may address the letter "To Whom It May Concern" instead of the individual college so that this letter may be used for all of the colleges I apply to.

Attached are copies of the MHS Recommendation Form to assist you in writing this recommendation. Please provide the Guidance office with an original copy of my recommendation by the date stated above. If you have any questions or concerns, please see my guidance counselor.

Please note my earliest application deadline is _____. If possible, please turn your recommendation into the guidance office at least one week prior to this date.

I appreciate the time and effort you will take in writing this recommendation for me.

Sincerely,

_____.

STUDENTS: Please TYPE responses to the following on separate paper:

1. At this time, what personal, education, or vocational goals do you have in mind? Where do you want to see yourself in ten years? (Have fun with this one!)
2. What areas of study might you like to pursue in college? Do you have any clear idea about what you hope to do after graduation from college?

3. What has been your most rewarding academic experience in the past few years? Why?
4. What extracurricular activity has been most important to you? Why?
5. Have you pursued any activities outside of school (evenings, weekends, summers) that you consider important? Explain.
6. What courses have you enjoyed the most over the last few years? Why?
7. Give three adjectives that tell something about you as a person.
8. How have you spent the last two summers?
9. What is the best advice you have ever received?
10. Of what personal accomplishments are you most proud? Please list any awards or other recognitions you have received during high school.
11. Are there any outside circumstances that have interfered with your academic performance? Is there anything on your transcript you feel warrants clarification?
12. Please list all school sponsored extracurricular activities/clubs/athletics you have been involved in and the grade(s) in which you participated.
13. Please list all outside school activities, community service, or volunteer activities you would like colleges to know about, and the grade(s) in which you participated.
14. Is there anything else that you would like to share with me that you feel would be helpful with writing your letter?