Name:

Letter of Recommendation Questionnaire

**Directions:** Fill out the questionnaire with as much detail as you can. Be sure to turn in your profile within one week of receiving a “yes” to your request from the teacher(s)/counselor you asked. The more specific examples, stories, and explanations you give me, the better the letter will be.

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| **Academic Strengths**  **\*If you’re asking for 2 letters of recommendation, fill this out for both teachers/classes.**   1. What positive qualities do you demonstrate in class (leadership, dedication, passion, resilience, etc.)? Describe a specific event that happened in class where you demonstrated at least one of these qualities. 2. How do you think you have grown as a student? Provide specific examples. |  |
| **Academic Habits**   1. Describe a time when you sought help on your own. 2. What quality or personality trait should I highlight in my letter? 3. How have you taken advantage of Magis and resources available at CRJHS? |  |
| **Personal Challenges**   1. Are there specific personal or academic challenges that have impacted you during high school that you would like for me to address in your letter of rec? 2. Any grades/ classes etc. that impacted you, which you also want me to address? 3. How has the COVID-19 pandemic impacted you and your family? |  |
| **CWSP**   1. List the companies you worked for and how long you worked for each. 2. What is the most difficult thing about your job? 3. What type of responsibilities do you have? How has your role evolved over the years? 4. What is your relationship with your employers? 5. What is one way you’ve grown over the past years of work? 6. **Freshmen:** What have you learned from your CWSP course this year? What do you most look forward to for future years when you will work in a corporate setting? |  |
| **Extracurriculars**   1. What sports or clubs have you participated in and for how long? 2. What service projects have you done? 3. What leadership positions have you held? 4. What external programs or organizations have you been involved with (summer soccer team, youth group at church, etc.) 5. What responsibilities do you have in your family (this is especially important if you have not participated in extracurriculars)? 6. Are you in a community-based organization i.e Minds Matter, Chicago Scholars etc? How has your experience been with those programs? |  |
| **SEP and the Future**   1. Did you participate in a SEP in the past? which ones? What did you learn during those programs? 2. What are you most excited about for college? 3. What major(s) and minor(s) are you considering for college? 4. What is one thing about you that makes you unique, or that you’d like a school/college program to know about you? 5. Where do you see yourself in 10 years? |  |