**COLLEGE RECOMMENDATION SHEET FOR MRS. CARLSON**

Please give this to Mrs. Carlson ***at least 4 weeks*** before the first due date.   
Less than 4 weeks prior can result in a mediocre letter of recommendation due to insufficient time.

Please do NOT even bother asking with less than 2 weeks notice of the first due date.

\*Feel free to add extra rows as needed\*

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| --- | --- | --- | --- |
| Your Name: | | Counselor name: | |
| Your E-mail: | |  | |
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| List **ALL** of the colleges/universities that I will be writing a recommendation for below.  Group them according to the **due date** for when I must send them out. List the earliest due dates first. | | | |
| **College/University** | | **Due Date** | |
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| Which class(es) did you take with me? | |  | |
| Class: | Grade Year: | Semester Grades | AP Exam grade (if applicable) |
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| List **FOUR DIFFERENT** words that describe you as a student and/or as a person (be very specific): | | | |
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|  |  |  |  |
| List **ALL** of the clubs, sports teams, etc., that you have participated in here at Cerritos. Put the grade years and identify if you were an officer. | | | |
| **ACTIVITY** | **GRADE YEAR** | **OFFICER (what position)** |  |
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| **Tell me the importance of each of the above activities. What did you gain from those experiences?**  **Please be as specific as possible.** | | | |
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| **What other extra-curricular activities have you engaged in these past few years and how did these events impact you as a person?** | | | |
|  | | | |
| **What do you plan to major in?** | | | |
| **WHY did you choose that major?** | | | |
|  | | | |
| **What are your long-term career goals/plans?**  **Give me details and go into some real depth in your explanation.** | | | |
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| **Tell me some things about yourself that I don’t already know, but are interesting and unique about you. Go into as much detail as possible.**  **Who are you as a person outside of my classroom and outside of CHS?** | | | |
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| **What did you do in my class that made you stand out? What activities/projects were you most proud of and why? What skills did you learn or improve on in my class(es)? How has my class, if at all, impacted you, with regards to your intended major?** | | | |
|  | | | |
| **Write anything else that you can think of that may be important to me as I compose your college letter of recommendation.** | | | |
|  | | | |
| Include a copy of your unofficial transcript with this document and give to Mrs. Carlson in a folder, *at least* 4 weeks prior to your first due date. | | | |