Casteel High School Counselor
Letter of Recommendation Guidelines

If you need a counselor letter of recommendation, we will need information from you to complete this request.

Please submit a **current resume** and fill out this questionnaire. Resume should include clubs, sports, leadership roles, jobs, internships, and community service.

1. List the universities you are applying to. Why have you chosen these universities?

2. What is the college major and career you plan on pursuing?

3. What are your personal strengths? Give examples. Think about academics, activities, athletics, hobbies, your personality and character.

4. Five adjectives you would use to describe yourself.

5. Write a short paragraph stating what sets you apart. What makes you unique? Give examples and anecdotal information.

6. Are there any special challenges or problems you have had to overcome while in high school? How have you overcome it?

7. How do you spend your free time? Vacations? What do you do for fun and relaxation?

8. What is your most memorable high school experience?

9. If colleges could only consider one thing about you to make their final decision, what should it be?

10. List two CCHS teachers that are not writing for you but could provide a sentence or two about you for my letter. This could be a coach, club sponsor or teacher.

Feel free to submit answers and resume via email if that is more convenient.

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