

# Cary High School Counselor Recommendation Checklist

**\*\*\*Complete this checklist and packet ONLY if you need your counselor to write a recommendation.\*\*\***

Student's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

School Counselor:  Strader (A-C)     Peasley (D-G)     O'Riordan (H-L)  
 Kennedy (M-Q)     Young (R-T)     Johnson (U-Z)

**PLEASE NOTE:** Counselors require at least **ten (10) school days' notice** before your application deadline in order to write and submit your letter of recommendation on time. **Submit this checklist along with your brag sheet, resume, and parent response form (this last form is optional).** If any of these components are missing, your counselor may not be able to write your letter of recommendation.

Name of College/University/Scholarship	Deadline	Common App?	If not Common App, is it an online or paper recommendation? (Read statements below and select A, B, or C.)		
		Yes / No	A	B	C
		Yes / No	A	B	C
		Yes / No	A	B	C
		Yes / No	A	B	C
		Yes / No	A	B	C
		Yes / No	A	B	C
		Yes / No	A	B	C

- A. I am including the paper version of the recommendation or secondary school report form for this college or scholarship.
- B. I have submitted my counselor's email address for the online secondary school report or recommendation form.
- C. My college or scholarship does not have an official form. Please write and mail a letter to this provider. I have written the mailing address above.

I have requested my official transcripts via CFNC.org or the WCPSS online transcript request form.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Cary High School**  
**Letters of Recommendation**  
**Guidelines for Students**

1. Many colleges, scholarship programs, and employers will request a letter of recommendation.
2. Colleges are looking for **personal insights** about the student applicants, not a reiteration of grades and test scores. The most effective letters are usually obtained from individuals who know the student very well.
3. The most competitive colleges usually prefer letters from teachers of core academic courses (e.g., English, science, advanced math, social studies, and world language). These faculty members have witnessed and can write about your strengths in the classroom. **Colleges often prefer for the teacher to have taught the student during his/her junior year.**
4. **When requesting a letter of recommendation, allow the teacher or counselor a minimum of ten (10) business days for completion.** If the letter is to be mailed directly to the college or is on a specific admissions form, give the form and a stamped, addressed envelope to the teacher to mail directly. Be sure to complete the entire student section by typing or printing neatly in black ink.
5. **Make personal contact with the teacher or counselor.** DO NOT ASSUME the letter will be completed if you send a request by e-mail. Let the teacher or counselor know if they will be emailed an online recommendation form to complete.
6. **For counselor recommendations, we require a copy of your recommendation checklist, student brag sheet, and resume.** You can also submit the parent response form if desired. With this information, we can write a thorough recommendation. Ask your teacher recommender if he/she would like a copy as well.
7. **Make sure your recommender is aware of any deadlines** regarding the recommendation. It's okay to follow up to make sure that the recommendation has been submitted.
8. Write a short "thank-you" note to the individual who has taken the time to support you in this way. You never know when you may need to ask this person for further assistance in the application process!!!

# Cary High School Student Brag Sheet

Student's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

School Counselor:  Strader (A-C)     Peasley (D-G)     O'Riordan (H-L)  
 Kennedy (M-Q)     Young (R-T)     Johnson (U-Z)

This form will help us accurately tell an admissions officer the type of person you are. We are looking for ways to describe you without parroting back the usual information most recommendations include (e.g., GPA, activities, and honors). Please carefully consider your responses to the following questions as they are extremely valuable in helping us assist you through your college admissions process. ***Please fill this form out yourself; we do not want responses from your parent(s).*** The more information you provide, the stronger the letter of recommendation can be. In order to strengthen your recommendation, please answer the following questions:

**1. Please list your top three extracurricular activities and include any leadership position you hold, projects you have completed, the school years you were involved, the average number of hours each week, and why you enjoy the activity.**

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. List three adjectives that describe you and explain why, using concrete examples.**

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. What is your intended major in college (if undecided, write "undecided")? Why are you interested in the field(s)? If you have had any experiences related to this field, please share.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Regarding the schools to which you plan to apply, what makes them a good fit for you? Do you have a first choice? If so, why is it your first choice?**

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**5. Regardless of the grade received, what has been your favorite class? Why?**

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**6. What are some activities you hope to become/stay involved in at college?**

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**7. What do you think you will be remembered for at Cary High?**

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**8. Who has been the most influential person in your life to this point? Why?**

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**9. What two things have you learned through high school that will help you in the future?**

a. \_\_\_\_\_

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b. \_\_\_\_\_

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**10. Is there anything you want the college admission officers to know about you that you have not covered in your application? (This could include hardship, an extended illness, family problem, time-consuming job, etc.) Remember that college admission officers are human and they can make better decisions if such things are explained rather than left unexplained.**

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**Please return this form with your recommendation checklist, resume, and parent response form (optional) to your school counselor ASAP.**

# Parent Response Form (Optional)

Student's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

School Counselor:  Strader (A-C)     Peasley (D-G)     O'Riordan (H-L)  
 Kennedy (M-Q)     Young (R-T)     Johnson (U-Z)

This form will help us facilitate the college application process with your student, including the letter of recommendation required by many schools. We are looking for ways to describe your student beyond the basic information most recommendations include (e.g., GPA, activities, and honors), and your perspective from the home can be very beneficial. Thank you for your thoughtful responses!

**1. List three adjectives that best describe your student:**

a) \_\_\_\_\_                      b) \_\_\_\_\_                      c) \_\_\_\_\_

**2. What do you consider to be the outstanding accomplishment of your student during high school?**

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**3. What motivates your student to be successful?**

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**4. From an admissions perspective, what would you want a college to know about your student?**

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**5. Is there anything else you would like to share? Feel free to attach an additional sheet.**

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# SAMPLE SENIOR RESUME

Jane Smith  
123 Walnut Street  
Cary, NC 27511  
919-460-0000  
[jsmith@gmail.com](mailto:jsmith@gmail.com)

<b>GPA</b>	Weighted: 3.75      Unweighted: 3.50
<b>Education</b>	Future Ready Core Course of Study Transferred to Cary High from Athens Drive High School in Fall 2014
<b>Work Experience</b>	Food Lion, Cary, NC (2014-present)-Cashier
<b>Activities</b>	Cary High School Band (Grades 10-12) <ul style="list-style-type: none"><li>• play clarinet in Marching and Concert Bands</li><li>• organized fundraiser for Orlando trip (Grade 11)</li></ul> Cary High School Debate Club (Grades 10-12) <ul style="list-style-type: none"><li>• serve as Vice-President (Grade 12)</li><li>• earned third place in state competition (Grade 11)</li></ul> Town of Cary Teen Council (Grades 10-11) <ul style="list-style-type: none"><li>• served on Advisory Board</li><li>• volunteered at Town of Cary's Lazy Daze (Grades 10-11)</li></ul> Girl Scouts of America (Grades 6-12) <ul style="list-style-type: none"><li>• Earned Gold Award (Grade 11)</li><li>• Named top fundraiser in troop (Grade 11)</li></ul> Raleigh International Church (Grades 4-12) <ul style="list-style-type: none"><li>• Served on Youth Council (Grades 10-12)</li><li>• Participated in summer mission trip to Belize (Grades 10-11)</li><li>• Taught Sunday School to third graders (Grade 9)</li></ul>
<b>Honors and Awards</b>	National Technical Honor Society (Grade 11) Town of Cary Teen Volunteer of the Year (Grade 11)
<b>Skills</b>	Fluent in Spanish and French Proficient in MS Word, PowerPoint, Excel, and Access
<b>Interests</b>	Rock Climbing World Languages Writing Poetry
<b>Future Goals</b>	Attend four-year college to major in International Business Study abroad in Belize Volunteer for Peace Corps