

Self-Assessment for Letters of Recommendation – 2016-2017

The answers to these questions will assist teachers, advisors, and others in writing recommendations for admissions and scholarships. The more specific details you include, the more thorough your recommendations will be. The completed document will also help you when it comes time to filling out your applications and writing essays. Please answer these questions in a word document about 3-5 pages in length. Email your completed assessment to Regina Ahart, rahart@graceprep.org by August 31st. ***A Self-Assessment is required before any teacher or other staff member will write a recommendation for you. Be sure to include your name!***

Requesting a Letter of Recommendation:

Take personal responsibility to:

1. Ask for an envelope from the school office with the Grace Prep address printed in the return address section. Neatly print the college/scholarship address and place a stamp on the envelope for the person providing your recommendation.
2. Use complete sentences and explanations as you complete the self assessment. Avoid abbreviations and slang terms.
3. Email a personal request and your completed self assessment to the person providing your recommendation. Inform the person of any deadline date by which the recommendation must be received.
4. Respect others time and submit your recommendation request at least two weeks in advance.

Self-Assessment Questions:

1. **School activities:** List the activities in which you have participated, the number of years, and amount of time per week you spent, and what you have gained or learned from each activity. Consider artistic, athletic, literary, community service, and leadership positions.
2. Which activity was/is most important to you? Why?
3. What do you consider your most important **activities outside of school**? List jobs, paid or voluntary; church activities; hobbies; travel; music; art; drama; etc. Include the number of years of involvement and the amount of time you spent on the activity weekly. Why is each activity significant to you.
4. Has there been one specific experience or activity during the past two years that has caused you to grow and mature emotionally, spiritually, or confidently in handling “real-life” challenges?
5. In or out of school, which **awards and honors** have you received? Which **elected offices** have you held?
6. What **book(s)** have had the greatest impact on you? Why?

7. Describe the **academic accomplishment** (major paper, science experiment, project, etc.) you are most proud of, and tell why you take pride in it.
8. What **kind of learner** are you? Which academic setting or assignments make you thrive? What interests you?
9. List your three **most distinguishing or most admirable qualities**. Explain each in several sentences.
10. What is one area of **weakness** you are currently working to overcome? Explain.
11. What do you **hope to accomplish** in college and after? Consider your career goals and your broader goals.
12. If there was just one thing you could tell us about yourself that we might not already know, what would it be?

*The above questions were adapted from the College Counseling Sourcebook, 4th edition 2007, The College Board

Just for Fun Questions

Tell us your “favorites” to help us get to know you better!

Favorite book:

Favorite quotation:

Favorite song:

Favorite keepsake:

Favorite activity:

Favorite time of the day:

Favorite movie:

Favorite academic subject:

Favorite section of the newspaper:

Favorite expression:

Adjectives

List six adjectives which you, your family, or your friends would use to describe you.

1.

4.

2.

5.

3.

6.

Who knows me best?

Please provide names of four Grace Prep teachers, staff members, and or coaches who can share on your behalf detailed insight, wisdom, and character references.

1.

2.

3.

4.