

## Outside Recommendation Form

Outside Recommender's Name \_\_\_\_\_

Students Name: \_\_\_\_\_ is applying to a college/scholarship that requires a school counselor to complete a composite letter of recommendation and evaluation form about me. I would appreciate you completing this online form and emailing it to the counselor

My counselor will then summarize the information received to give a complete "picture" of me and may even quote things you say on this form in his/her letter of recommendation. Thank you for your help in my college/scholarship application.  
To Recommender:

Please complete, if you can, the following questions about the above student.

1. What is your name and how do you know this student? (For example, soccer coach, employer, youth pastor, etc.)

2. Describe the activities or duties where you have observed this student.

3. Describe the abilities and skills you have seen this student demonstrate.

4. Comment on this student's dependability, citizenship, persistence, initiative, and maturity.

5. Comment on this student's relationship with other people (communication skills, friendliness, etc.)

6. Describe any leadership skills this student has demonstrated.

7. Describe any personality characteristics or behaviors this student has demonstrated that you have appreciated.

8. Describe anything else about this student you feel a counselor should know to write an effective and specific recommendation letter.

