

Letter of Recommendation Procedure

1. **Provide your GLC with at least 2 weeks advance notice**, preferably 3 weeks. Please do not count holidays or school breaks as part of the 2 weeks. Last minute requests may not be honored.
2. Complete all sections of the Senior Profile according to the directions provided.
 - a. Remember, the Senior Profile is when you “advertise” yourself and tell your GLC anything that you feel will make your application more attractive to a college admissions officer.
 - b. Specific details about your accomplishments enables your GLC to write a more persuasive letter. A list of questions has been attached to the Senior Profile to assist with this section.
3. Carefully read all the forms sent to you by the college or downloaded from the college websites/application. **Completely** fill in your personal information for example name, address, email, etc. before turning them in to your GLC.
4. Secondary School Reports
 - a. Your GLC will be submitting a secondary school report electronically for you.
5. Mid-Year Reports
 - a. Mid-Year report is a copy of your transcript reflecting the grades you have earned first semester of your senior year.
 - b. Your GLC will be submitting your mid-year report electronically.
6. Checklist of items to provide your GLC with:
 - a. Cover Sheet (list of private schools you are applying to including their deadlines)
 - b. Completed Senior Profile
 - c. A copy of your Personal Insight Questions/Essay responses

Senior Profile Instructions

It is critical that you are thorough and pay attention to detail. Your GLC will write your letter based on the information you provide in your Senior Profile, their personal knowledge of you and the attached UC Personal Insight Questions/Essay (if applicable).

DIRECTIONS:

Please type your Senior Profile. Handwritten responses must be made in **BLUE** ink and legible.

Complete all sections of the profile honestly and in complete sentences.

Attach a copy of your Personal Insight Questions/Essay responses (formerly known as the personal statement essay)

Please provide a **minimum of 2 weeks** for your GLC to complete your letters, secondary school reports etc.

**LAST MINUTE REQUESTS MAY NOT BE HONORED/
ACCEPTED.**

COVER SHEET

Name:

ID#:

Please list in order of deadline date

UNIVERSITY/COLLEGE NAME	DEADLINE

What have you learned from your volunteering experience? How has your volunteering changed you?

Job Experience

EMPLOYEEER	JOB DESCRIPTION	HOW LONG HAVE YOU HAD THIS JOB?

What have you learned from your job experience? How has your experience changed you?

Co-curricular/Extracurricular Activities

List clubs, sports, performing arts etc. that you have participated throughout your **high school** years. Attach additional sheets if needed.

CLUB/ACTIVITY/SPORT	DESCRIPTION OF CLUB/ACTIVITY/SPORT	YEARS OF PARTICIPATION

What have you learned from your participation experience? How has your participation changed you?

Leadership Experience

List any leadership experience you have held during your high school years at school and outside of school. Attach additional sheets if necessary.

LEADERSHIP POSITION	CLUB/ORGANIZATION	YEARS HOLDING THIS POSITION	SUPERVISOR

What have you learned from being a leader? Describe a proud moment/ accomplishment in your leadership experience?

List hobbies you have been actively involved during your high school years:



Insightful Questions

What aspects of your high school career are you proudest?

List **three words** that best describe you.

- 1.
- 2.
- 3.

Why did you choose these words?

Describe someone or something that has inspired you.

Please describe any unusual or extenuating circumstances that have either affected you personally or academically.