

STUDENT PROFILE PACKET FOR COLLEGE RECOMMENDATION FLOWER MOUND HIGH SCHOOL

Dear Senior:

Writing a college recommendation letter that presents an accurate and vivid portrait of a student is extremely demanding and time-consuming. The average length of time required ranges from one and a half to two hours for each letter. This packet is designed to assist your counselor in writing you the best possible letter of recommendation. Without this information, we will be unable to write letters for you. In order to accomplish this task in a timely manner, we request that you follow these guidelines:

- Please limit recommendation requests to five colleges to which you are definitely applying. Check carefully and send recommendation letters only to those schools that require them.
- Fill out the Senior Information form (blue) completely so that the counselor has information about your special talents, interests, activities and personal qualities. The more information you give, the more informed and complete your counselor's assessment of you can be. Remember, the purpose of a counselor recommendation is to explain to the college what makes you special. If you prefer, you may type this section and attach to your packet.
- Be specific in the information you use for each section. If you use an acronym for an organization, be sure to explain it if it is not a common one. If you already have an activity resume, you may use it instead of completing that section of the information packet.
- Fill out the top of the "Teacher Information to Counselor" page and take it to each teacher from whom you want information sent to your counselor.
- **Please check your timeline for college applications and allow 2 weeks (not counting vacation time) for your recommendation to be prepared.** Complete your part of the application before you approach your teachers and counselors to write your recommendation.
- Carefully read the instructions "College Application Procedures" to make sure that you mail application materials correctly.

Due to the time required to process each one completely, we ask that you help us compose the very best letter possible by following the above guidelines closely.

Many colleges have December and January deadlines. Because Winter Break is immediately prior to these dates, requests for recommendations should be made by December 1. It is in your best interest to notify your counselor of your needs as early as possible.

Your consideration is greatly appreciated.

*The Counseling Staff
Flower Mound High School*