

# LAKE CITY HIGH SCHOOL

## BIOGRAPHY GUIDE FOR RECOMMENDATION LETTERS

If you are applying to a school that requires recommendation letters, contact your sources a **MINIMUM** of two weeks in advance of any deadline, **PREFERABLY** three or four weeks.

The purpose of a letter of recommendation is to provide the colleges to which you are applying a more comprehensive view of who you are, beyond your grades and test scores.

These letters should highlight your strengths and help the admission officers determine if you would be a good addition to their college community.

- Counselor's recommendation letters **require** your completed biography and resume.
- You will need to discuss with individual teachers what is required from them for a letter of recommendation.

Your biography should be 1-2 pages type-written with your name at the top.

### Please address the following questions/statements:

1. Personal qualities
2. What is your passion?
3. What is your favorite subject in school? Why?
4. Why is going on to college important to you? How will it make a difference in your life?
5. Describe the assets/characteristics that will set you apart from other college applicants.
6. Describe an activity or experience outside of school that has touched or inspired you.
7. Describe a classroom or academic experience or accomplishment that has given you great satisfaction in the last two years.
8. Tell about your family, brothers, sisters, parents, guardians. How have they influenced you?
9. If you have encountered major difficulties in life, how have you dealt with them and what have you learned?
10. What are your personal and professional goals for the future?
11. **Please have your parent/guardian...include a paragraph as to what they see as your strengths or have them write comments that they think might be helpful for your counselor or teacher to know or mention in a recommendation letter.**

**Remember, the depth of the information results in  
a higher quality recommendation.**