

Oxford High School

Letter of Recommendation Packet



The following documents must be provided to your counselor and teacher before the letter of recommendation is written. You are requested to provide 30 days advance notice after providing the complete packet for when you expect the letter to be ready for mailing. For example, if you hand the packet to a teacher on September 25, the letter will be ready by October 25.

1. Accomplishment Form or updated resume
2. Student questionnaire
3. Parent questionnaire

Furthermore, for your teacher(s), in addition to requesting a letter in person please submit a request electronically via Naviance. From the home page click on colleges → under “my colleges” click on *letters of recommendation*. You may then select each teacher and specify which schools you would like them to submit a letter to. Make sure to verify each college’s recommendation letter preferences on their admissions page.

Oxford High School Student Accomplishment Form

Student Name: _____ **Date:** _____

Directions: Complete all sections with as much detail as possible. The information is helpful when completing college applications and for a letter of recommendation. Any additional information may be attached.

Part I: School Activities

List all activities in which you have participated during high school. Include clubs, musical groups, plays, etc., and major accomplishments in each year.

(Check year)

Activity	9th	10th	11th	12th	Accomplishments/Positions

Part II: Athletics

List all sports you participated in and note accomplishments.

Sport	9th	10th	11th	12th	Accomplishments/Positions

Part III: Work Experience

List in order of most recent.

Company	9th	10th	11th	12th	Position

Student – Questions for Letter of Recommendation

Student Name: _____

Please answer all questions to the best of your ability (write accurate and detailed information) knowing your counselor and teacher will review this information for your letter of recommendation. Also, include an updated resume or accomplishment sheet.

1. Which three words best describe you? Explain why you have selected each.

2. What are some achievements in high school that you are proud of?

3. What is your intended major (or area of interest) and, if any, please list what courses have you taken in this field throughout high school.

4. How have you been involved in the Oxford community?

5. Explain a classroom experience that meant a lot to you or impacted you in some way. Include the name of the teacher and the course.

6. Have you had any part time jobs or other responsibilities outside of school?

7. Discuss one leadership role you have experienced in your life.

8. Are there any unusual circumstances that occurred throughout high school that may have impacted your grades that we should know about? (for ex: personal circumstances, surgery, death in family, etc)

9. What characteristics do you possess that will help you succeed at college?

10. If 45,000 students have similar attributes to yours, and apply to the same college as you, why should an admission representative select you?

Parent – Questions for the Letter of Recommendation

Student Name: _____

Please answer all questions to the best of your ability (write accurate and detailed information) knowing your child's counselor and teacher will review this information for a letter of recommendation.

1. Which three words best describe your child and explain why you selected each?

2. Are there any unusual circumstances that occurred throughout high school that may have impacted your child's grades that we should know about? (for ex: personal circumstances, surgery, death in family, etc)

3. In what ways has your daughter/son made positive contributions to Oxford High School and/or the Oxford community?

4. What characteristics does your child possess that will help them succeed at college?

5. Please feel free to write any other important information you believe should be considered for inclusion in the letter of recommendation.
