

Autobiographical Sketch

Student Name _____

Teacher/Counselor _____

The responsibility of the counselor and/or teacher in preparing the “Secondary School Report” and recommendation letters for colleges and universities is to provide a summary of your academic and extracurricular achievement. The counselor/teacher also presents some sense of your promise for further personal and intellectual growth. Conveying your “unique” qualities is not an easy task. Therefore, we would appreciate your giving us an honest description of yourself, what have you done and what you have left to do.

A good recommendation:

- Talks about the depth of your commitment and doesn't simply provide a list.
- Provides examples and mentions your work ethic.
- Gives the reader a good sense of the type of person you are and what others think of you.
- Discusses your contributions to the classroom environment

(Stephen Remberton – www.essayedge.com)

1. State three adjectives which describe your personality. Cite examples of these characteristics.

- a. _____
b. _____
c. _____

2. State information about yourself which might not be included on your transcript but will give a more complete picture of you as a person.

3. State your strengths or attributes and cite examples to support them.

4. State your weaknesses and cite examples.

5. Write a statement on your academic efforts and achievements.

6. What are your academic interests? Include some of the courses you have most enjoyed.

7. State any unusual circumstances that may have had a bearing on your academic or extracurricular performance (i.e. divorce or death).

8. Describe any characteristic(s) that make you special or unique. What separates you from the next person?

9. Has any summer experience(s), work, volunteer work, study been of significant importance to you? Please describe.

10. List below schools where you currently plan to apply. Put an asterisk next to Early Decision or Early Action candidate.

11. What are your tentative career plans?

12. Why I feel that you can write a meaningful recommendation?

13. My most meaningful experience in your class.
