



Turning Knowledge into  
Life

2000 N Santa Fe Ave  
Vista, CA 92083

**Guajome Park Academy**  
"A California Public Certified Charter School"

Phone 760-631-8500  
Fax 760-631-8503

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**LETTER OF RECOMMENDATION  
COUNSELOR PACKET**

**YOUR NAME:** \_\_\_\_\_

**YOUR E-MAIL:** \_\_\_\_\_

**COUNSELOR:** \_\_\_\_\_

The college application process is often stressful and can be overwhelming. We want to help you through this process, in part by writing the best letter in the timeliest manner possible for you. In order to do this, we need you to do the following:

- ❖ Fill out this packet **completely** and **thoughtfully**.
- ❖ Return the packet to me at **least 20 working days prior to your deadline**. A good rule to follow is **earlier is better!** Remember, vacation days **DO NOT** apply to the minimum 20 days.

When turning in your completed packet, please **also** include the following items:

- The names of teachers who are writing you a letter of recommendation: \_\_\_\_\_  
\_\_\_\_\_
- The names of at least two teachers who know you well but who are not writing you a letter of recommendation: \_\_\_\_\_  
\_\_\_\_\_
- For students using the Common Application, please create an account and invite me, as your counselor (not teacher), to provide my recommendation on-line. See me if you have questions in this regard or check at <https://www.commonapp.org/CommonApp/default.aspx> for more information.
- Self-addressed and stamped envelopes for all letters for colleges NOT using the Common Application.
- **Please include a Letter of Recommendation Resume if you are not completing the Extracurricular Activities Section of this packet.**
- Please list all of the colleges (& application deadlines) to which you are applying:

Please answer the following questions completely and thoughtfully and return to your Counselor. You may attach your answers to this form, or write your answers in the space provided. The questions are also available on the Counseling Page of the Guajome Park Academy website.

Name \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Primary Language(s) Spoken at Home \_\_\_\_\_

Country of Birth \_\_\_\_\_ If born outside the US, how long have you lived here? \_\_\_\_\_

GPA \_\_\_\_\_ Total # of Honors/ IB/ AP courses upon graduation \_\_\_\_\_

SAT / PSAT (circle one) CR \_\_\_\_\_ M \_\_\_\_\_ WR \_\_\_\_\_ SAT Subjects \_\_\_\_\_

ACT Composite Score \_\_\_\_\_

AP	Subject _____	Score _____	Subject _____	Score _____
	Subject _____	Score _____	Subject _____	Score _____

IB Diploma Candidate? Y / N

IB Certificates (Planned or Received):

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College Classes Taken/Completed (list college, course name, year taken, and grade earned):

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Father's Occupation \_\_\_\_\_ College Attended/Degree \_\_\_\_\_

Mother's Occupation \_\_\_\_\_ College Attended/Degree \_\_\_\_\_

List siblings who are attending or have attended college and specify the school:

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Are finances a concern regarding your college education? Will cost determine what schools you will apply to? Have you discussed this with your parents? Please explain. \_\_\_\_\_

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## College Profile

**Size** (check all that apply)

\_\_\_\_ Small (3,000 and under) \_\_\_\_ Medium (3,000-10,000) \_\_\_\_ Large (10,000-20,000) \_\_\_\_ Largest (over 20,000) \_\_\_\_ No Preference

**Location** (check all that apply)

____ West (AZ, CA, CO, OR, WA, etc)	____ Live at home and commute to school	____ 4 - 5 hour drive from home
____ Northeast (CT, MA, RI, VT, NH, ME)	____ Mid-Atlantic (NY, NJ, MD, PA, DE)	____ Midwest (IL, IN, MI, WI, OH, etc)
____ South (FL, GA, LA, NC, SC, TN, VA, etc)	____ no preference	

List any cities/states you would particularly like to consider:

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**Settings** (check all that apply)

\_\_\_\_ Big City    \_\_\_\_ Suburban (near a city)    \_\_\_\_ Rural    \_\_\_\_ International    \_\_\_\_ Co-ed    \_\_\_\_ Single Sex

Religious Affiliation/Preference: \_\_\_\_\_

**Campus Life**

Please rank, in order, the most important factors that will influence your decision as to which colleges you will apply:

Religious Affiliation	_____	Politically Active	_____	Liberal Atmosphere	_____
Diversity	_____	Single Gender	_____	Conservative Atmosphere	_____
Interaction with Town	_____	Greek Life	_____	Athletics / School Spirit	_____
Artsy Atmosphere	_____	Intellectually Intense	_____	Desired Major(s) Offered	_____

Describe your *ideal* college campus and student body.

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What personal, educational, or vocational goals do you have in mind? Why are you going to college and what kind of experience are you seeking?

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Do you know *what* you want to study in college? Ideas for a major? Why? What are your career plans at this time?

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What *level of academic challenge* are you looking for? Are you prepared to spend many hours studying to achieve academic success, or are you willing to work hard, but want to enjoy yourself equally? Please explain.

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Are there *other factors* that might come into play in the college process? First-generation college student? Finances? Other special circumstances?

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**What kind of college do you think your family wants for you and/or prefer you not attend? Are there any aspects of the college search and selection process that are likely to cause friction with your family?**

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## **PERSONAL REFLECTION**

**When and why did you enroll at Guajome Park Academy?**

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**We are a community; each of us leaving a mark on this school. What has been your greatest contribution to Guajome Park Academy?**

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**In reflecting upon your high school experience - what do you want in a college that is similar or different?**

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**What challenges you the most in school and how have you dealt with or overcome this challenge?**

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**What responsibilities do you have outside of school (i.e. taking care of siblings, preparing meals for parents who work late, contributing to family income)?**

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**Of all the things you do in your life, both in and out of school, which three do you feel you do best and why?**

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**In your opinion, what are the most important things in life?**

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Identify four strengths and provide a situation in which you used one or more of the strengths.

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List five adjectives that best describe the strengths in your character, and two that best describe the weaknesses.

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List two experiences that have had the greatest impact on your life. Briefly describe them.

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How do you spend your free time? List any interests, talents, hobbies or experiences not mentioned elsewhere on this sheet.

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Tell me something unusual/unique about you or your circumstance that sets you apart from your peers.

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\*\*\*\* **PARENTS:** As you know your child better than anyone else, I would love to hear from you! What would you like me to consider when writing my letter of recommendation for your child? Feel free to attach another sheet and brag!

**FOR THE *EXTRACURRICULAR ACTIVITIES* SECTION, PLEASE EITHER COMPLETE THE FOLLOWING ON PAGES 6-7 COMPLETELY AND THOROUGHLY, OR ATTACH A LETTER OF RECOMMENDATION RESUME (TEMPLATE ON PAGE 8).**

## EXTRACURRICULAR ACTIVITIES

Check (✓) the grades you have been involved, as well as those activities you anticipate continuing in senior year and college.

<b>Clubs, Committees, Organizations:</b> List each activity in order of importance and describe your participation.					
Activity	Description (include Leadership Roles, if any)	GR9	GR10	GR11	GR12

<b>Community Service/Volunteer Activities:</b> List all organizations and describe the nature of work and number of hours per week.					
Organization	Date/Description Description (include Leadership Roles, if any)	GR9	GR10	GR11	GR12

<b>Visual &amp; Performing Arts:</b> List the type of instruction/performance/competition and describe your involvement.					
Activity	Description	GR9	GR10	GR11	GR12

<b>Athletics:</b> List each sport and describe your level of participation (Varsity/JV, captain/all star/all league)					
Sport	Description	GR9	GR10	GR11	GR12

**Summer Activities:** List any summer study or travel you have had or plan for this coming summer.

Activity	Date/Description	GR9	GR10	GR11	GR12

**Employment:** List all jobs for pay you have held, including both summer and school year employment.

Employer	Date/Title and Duties	GR9	GR10	GR11	GR12

**Other:** List activities outside of school where you have been significantly involved, including hobbies and/or religious organizations.

Activity	Date/Description	GR9	GR10	GR11	GR12

**Awards or Honors**

Award	Dept / Person / Organization Granting Award	GR9	GR10	GR11	GR12

**Street Number and Name  
City, State and Zip Code  
Phone Number  
Email Address**

## **Your Name**

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### **Objective**

What do you want to do? What do you plan to study? What are your career goals? (Please be specific). If you are not sure of what you want to study or pursue as a career, what are you interested in or considering?

### **Accomplishments**

List the things that you have done or a special skill you may have.

### **Activities**

List all activities in which you have participated such as scouting, sports teams, clubs, religious groups, internships, community service, etc. and general dates of participation (e.g. 09/06-08/07) during your high school years. This can also include activities that you have started in elementary or middle school. Also, include leadership roles and descriptions as pertinent.

### **Work Experience**

Company Name  
Street Number and Name  
City, State and Zip Code

#### **Job Title**

- Dates of Employment
- Duties and/or Achievements

### **Honors and Awards**

List any awards or honors you have received (including CSF, honor roll, etc); include date of award/honor receipt

### **Interests**

List hobbies, special interests, travel, etc.

### **Schools Applying To**

List the colleges, universities, technical schools, etc. you plan on applying to.