







THE ORGANIZED NARRATIVE RECOMMENDATION LETTER TEMPLATE

 School logo here	 School address here
Counselor recommendation letter for (Name of student)	
Distinctive qualities 	
Academic history 	
Activities, interests, and areas of impact 	
Additional comments 	
Sincerely, (Your name) (Your job title)	



FIND OUR EDITABLE TEMPLATE BELOW!

HOW TO USE THIS TEMPLATE

Fill in our template making sure you delete the first two instruction pages
or create your own document following the same structure

Acknowledgment

Cialfo thanks **Trevor Rusert**, *Director of College Counseling at Chadwick International School*, for providing us with the inputs that created this template.



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SUGGESTIONS ON WRITING THE CONTENT

Think of each section as an individual piece that you can start and complete separately. Depending on the student and where you feel you can best showcase their strengths, any section might be longer than the others. However, aim to keep the overall length of the letter to a maximum of two pages.



Distinctive qualities

In this section, mention -

- Specific traits that make the student stand out. Are they artistic? Analytical Kind? An excellent sportsperson?
- Anecdotes from their family and schoolmates to indicate their strength of character and bring out any special circumstances.



Academic history

This section is for you to cover -

- Comments from teachers about the student's academic performance
- An overview of the school's academic system and how the student has performed over the years



Activities, interests, and areas of impact

Here, add bullet point notes about the student's achievements in the non-academic sphere. Possible areas to cover - sports, art, theatre, creative writing, public speaking, volunteering, music, etc. Include anecdotes, if possible.



Additional comments

Is there anything about the student that you have not been able to bring out in the other sections and that you feel the admissions committee should know? This is the place to add it.

End with a couple of sentences summing up why you and your school are happy to recommend the student for admission to this particular university.

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